



DATE	May 31, 2023
TIME	12:00 pm
LOCATION	CAPK Administrative Office 5005 Business Park North Bakersfield, CA 93309

## Board of Directors Meeting Agenda

### I. Call to Order

- Moment of Silence / Pledge of Allegiance (Please Stand)
- Reading of the Promise of Community Action (Please Stand)

*Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.*

- Roll Call

Fred Plane (Chair)	Jimmie Childress	Gina Martinez
Maritza Jimenez (Vice Chair)	Mia Cifuentes	Jonathan Mullings
Ana Vigil (Secretary)	Jeff Flores	Yolanda Ochoa
Michelle Jara-Rangel (Treasurer)	Curtis Floyd	Guadalupe Perez
Denise Boshers	Nila Hogan	

### II. Introduction of Guests / Public Forum

*The public may address the Board of Directors on items not on the agenda but under the jurisdiction of the Board. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.*

### III. Special Presentation

- Re-Think Your Drink Campaign – Alan Rodriguez, CalFresh Healthy Living Program Administrator

### IV. Consent Agenda

The Consent Agenda consists of items that are considered routine and non-controversial. These items are approved in one motion unless a member of the Board or the Public requests removal of a particular item. If comment or discussion is requested, the item will be removed from the Consent Agenda and will be considered in the order listed – **Action Item**

- Minutes from April 26, 2023, Board of Directors Meeting (p. 4-11)**
- Minutes from the May 10, 2023 Personnel Committee Meeting (p. 12-14)**
- Head Start Personnel Update (p. 15)
- Reclassification of the 2-1-1 Call Center Positions and Updated Organizational Chart (p. 16-30)
- Head Start Division Reclassification of Job Descriptions (p. 31-56)
- Minutes from the May 17, 2023 Program Review & Evaluation Committee Meeting (p. 57-60)**
- April 2023 Program Reports (p. 61-93)
- April 2023 Application Status Report & Funding Profiles (p. 94-102)
- San Joaquin Valley Air Pollution Control District AB 836 Clean Air Centers Program (p. 103-104)

- j. April 2023 Head Start / State Child Development Enrollment Update & Meals Report **(p. 105-106)**
- k. FY 2022-2023 Program Self-Evaluations (CMAP, CMIG & CSPP) **(p. 107-117)**
- l. 2021-2025 Strategic Plan Update for Goal 1 **(p. 118-119)**
- m. **Minutes from the May 24, 2023, Budget & Finance Committee Meeting (p. 120-122)**
- n. Head Start / Early Head Start Budget to Actual Reports for March, 2023 **(p. 123-132)**
- o. Resolution to Approve the Submission of the 2023 Supplemental Low-Income Home Energy Assistance Program (SLIHEAP) Contract #23Q-5561 **(p. 133-135)**
- p. Cost of Living Adjustment (COLA) for All Employee Wages **(p. 136-148)**
- q. March 2023 Financial Statements **(p. 149-207)**

**V. New Business**

- a. Updated COVID Policies and Recommendations – **Action Item (p. 208-210)** Lisa McGranahan, Director of Human Resources
- b. M Street Navigation Center Update and 3-Year Anniversary Highlights – **Info Item (p. 211-217)** Rebecca Moreno, Director of Housing & Supportive Services

**VI. Advisory Board Reports**

- a. Head Start Policy Council Report – **Action Item (p. 218-224)** Nila Hogan, PC Representative
  - 1. May 2023 Policy Council Report
  - 2. April 25, 2023 Policy Council Minutes

**VII. Chief Executive Officer Report**

- a. CEO Report for May 2023 – **Info Item (Verbal Report)** Jeremy Tobias, Chief Executive Officer
  - 1. Report on CSD Director Visit to CAPK

**VIII. Board Member Comments**

**IX. Closed Session**

- a. Conference with Real Property Negotiators pursuant to Section 54956.8:

Property Address: 1300 18<sup>th</sup> Street, Bakersfield, CA 93301  
Agency Negotiators: Jeremy Tobias, Tracy Webster, and Emilio Wagner  
Negotiating Parties: County of Kern  
Under Negotiation: Concerning price and terms.

**X. Closed Session Report**

**XI. Next Scheduled Meeting**

Board of Directors Meeting  
12:00 pm  
June 28, 2023  
5005 Business Park North  
Bakersfield, CA 93309

**XII. Adjournment**

*This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at [www.capk.org](http://www.capk.org) by 12:00 pm, May 26, 2023. Paula Daoutis, Administrative Coordinator.*



DATE	April 26, 2023
TIME	12:00 pm
LOCATION	CAPK Administrative Office 5005 Business Park North Bakersfield, CA 93309

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## Board of Directors Meeting Minutes

### I. Call to Order

Chairman Fred Plane called the meeting to order at 12:02 pm at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

- a. Moment of Silence / Pledge of Allegiance
- b. Reading of the Promise of Community Action
- c. Board Seat Appointment – Jeremy Tobias, Chief Executive Officer – **Action Item**
  - i. Accepting the appointment of Gina Martinez as the 16<sup>th</sup> State Senate District Representative

Jeremy Tobias introduced new Board Member Gina Martinez, who provided a brief summary of her background.

Motion was made and seconded to accept the appointment of Gina Martinez. Carried by unanimous vote (Floyd/Jara-Rangel).

- d. Roll Call was taken with a quorum present:

Present: Fred Plane (Chair), Maritza Jimenez (Vice Chair), Ana Vigil, Michelle Jara-Rangel (Treasurer), Denise Boshers, Jimmie Childress, Mia Cifuentes, Jeff Flores, Curtis Floyd (left at 1:54 pm), Gina Martinez, Yolanda Ochoa, Marian Panos, Guadalupe Perez.

Absent: Nila Hogan, Jonathan Mullings,

Others present: Jeremy Tobias, Chief Executive Officer; Gabrielle Alexander, Director of Finance; Catherine Anspach, Director of Development; Louis Gill, Chief Program Officer; Freddy Hernandez, Director of Youth & Community Services; Susana Magana, Director of Health & Nutrition; Lisa McGranahan, Director of Human Resources; Rebecca Moreno, Director of Community Development; Pritika Ram, Director of Administration; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; other CAPK staff. Also present were Chris Carpenter-Raines and Chris Kopalian from Bolton.

### II. Introduction of Guests / Public Forum

No one addressed the Board.

### III. Special Presentation

Jeremy Tobias presented outgoing Board Member Marian Panos with an appreciation plaque for her time served on the Board of Directors as Mayor Goh's representative, and as the Board's early childhood education expert. Marian began her service in January 2017, and she was very passionate about her service, was always very prepared, and asked a lot of good questions. We are truly appreciative of Marian's time served.



Marian Panos thanked the members of the Board and staff and said it was a privilege and honor to serve CAPK as a Board Member. As a former staff member, she developed a passion for this organization many years ago and was thankful to have had the opportunity to serve as a Board Member.

Curtis Floyd said that as past Chair, it made him feel comfortable knowing Marian was on the Board because everyone had so much respect for her expertise with the Head Start/Early Head Start programs. Fred Plane echoed Curtis' sentiments and said he has known Marian since she was an employee, and as a Board Member, Marian sometimes asked the tough questions. Marian also served as a member of the Head Start application committee, and she was instrumental in the success of the Head Start program.

#### IV. Consent Agenda

Board Chair Fred Plane asked members of the Board, and the public, if they would like to remove any items from the Consent Agenda for further discussion. No items were removed.

Motion was made and seconded to approve all items on the Consent Agenda. Carried by unanimous vote (Ochoa/Jara-Rangel).

#### V. New Business

- a. Presentation by Bolton Regarding Insurance Claims, Lisa McGranahan, Director of Human Resources and Chris Carpenter-Raines, Client Executive from Bolton - **Info Item**

Lisa McGranahan provided opening remarks and said that this presentation is a result of the Board's request to receive data on a quarterly basis. Lisa introduced Chris Carpenter-Raines from Bolton, who provided an overall summary of CAPK's status to date, including the demographics, benchmarking, current claims and the IHCRA overview and timeline.

Chris Kopalian from Bolton presented the claims data and said there was a sizeable increase in 2022 with claims over 100%. Current data for 2023 shows a more reasonable loss/ratio but it is still too early to tell what the 2024 renewal price increase will be. Chris emphasized that the claims data is for HMO only, the PPO claims do not qualify due to low enrollment.

Jeremy Tobias advised the Board that there is a timeline in the calendar for renewal and the special Ad-Hoc Committee is reviewing options to present to the Board in the coming months.

- b. Updated COVID Policies Due to Head Start Vaccine Mandate Vacated – Lisa McGranahan, Director of Head Start – **Action Item**

Lisa McGranahan presented the above action item and said it is an exciting time and nice to discuss COVID differently. CAPK was notified by OHS that vaccine mandates were no longer applicable but held off on making any changes until April 7, 2023. There were no appeals so there are 3 components to staff's request today:

1. Terminate the current COVID Travel Policy.
2. Terminate the mandatory Vaccine Policy that applied to all CAPK employees, volunteers, and no longer need to verify vaccination proof or deferrals.

3. Amendment of the current policy and procedures for suspected COVID-19 exposure. Staff continue to check with HR if there is a positive case or exposure and Lisa feels that there is a good understanding by the employees to continue without mandates. The Return-to-Work policy will remain the same.

Curtis Floyd asked if there had been any communication with the Head Start parents regarding the proposed policy changes. Yolanda Gonzales confirmed there has been communication and said the changes will also be relayed to the Head Start Policy Council. Curtis asked why not go to the Policy Council first before the Board. Fred Plane confirmed that if the Board takes action today, it will force the Policy Council to accept it. Fred recommends we hold off on approving this item until next month.

Motion was made by Curtis Floyd to direct staff to send this item to the Parent Groups and then to the Policy Council to get their thoughts and feedback and return this item to the Board for approval at the May meeting. Carried by unanimous vote (Floyd/Childress).

- c. County of Kern: County Administrative Office Request for Proposal for the Management and Operation of Supportive Services Village – Rebecca Moreno, Director of Housing & Supportive Services – **Action Item**

Board Member Jeff Flores recused himself during the presentation of this item and stepped out of the room.

Rebecca Moreno presented the above action item for approval and said it is the intent of staff to submit a competitive bid to manage and operate the 50-unit Supportive Services Village in Oildale, which is a non-congregate low barrier navigation center for unsheltered persons. The facility is currently under construction and expected to be completed by October 2023. If awarded the contract, staff will take lessons from M Street and apply that experience in this application. It's a unique opportunity for those that have difficulty with congregate settings and staff believes this opportunity aligns with Strategic Goal #3, Objective 3.1, to increase housing stability for people experiencing or risk of homelessness.

Jimmie Childress asked where it will be located, and Rebecca said it is located at 201 Roberts Lane. The measure regarding the property has moved forward and the units are currently under construction. Rebecca confirmed that the staff is only requesting approval to submit the application at this time. Jimmie Childress expressed resistance due to how the property was obtained but Rebecca added that there is a lot of support for this project in the community.

Louis Gill addressed Jimmie Childress' concern and said the County made the conscious decision that they are going to take many approaches. CAPK has the capacity to operate this non-congregate low barrier navigation center and is proud that CAPK wants to apply for this opportunity.

Jeremy Tobias added that he attended the Kern County Board of Supervisors public hearing for the construction award of contract and emphasized that there were more people that spoke in favor of this project vs. against it. The location will primarily serve the Oildale community but will be open to other clients if there is availability. Jeremy said the Board of Supervisors engaged in very robust conversations and the consensus is that they want to move forward. Jeremy feels that we are the best organization to operate this project given our experience and success with M Street and he and the staff feel very comfortable with this opportunity. Jimmie Childress said that he strongly disagrees and wants to ensure there is language in the agreement that states CAPK is not responsible for any issues prior to taking over. Jeremy emphasized again that today's request is to submit the application for the operation only, we are not part of the county's decisions on construction or land use approvals. If awarded, an agreement will be brought before the board and will have to pass review by CAPK's attorneys, and Curtis Floyd, who has a watchful eye over legal matters and contracts.

Lupe Perez said that CAPK has great value in the community, and she does not see an issue and supports staff moving forward with the application process.

Motion was made and seconded to approve staff's recommendation. Carried by a vote of 14 in favor and one abstention by Jeff Flores (Floyd/Perez).

d. ACH Data Breach and Updated Electronic Funds Transfer Policy – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster presented the above action item and reported on the history of how an ACH breach occurred recently. The breach started in December 2022, when a member of the Finance Division staff received a spoof email that was truncated, and staff was unable to identify it was fraudulent. In March, there were invoices submitted that matched the real invoices. The spoofed vendor, California Association of Foodbanks, asked us to have their bank ACH account number changed. Staff made the change and submitted funds for payment of the invoices.

The total loss is \$46,000 and the bank is currently trying to recover the funds. If the bank is unsuccessful, CAPK's insurance will cover \$10,000. Tracy said that this was such a high-level case of fraud, that Finance needs to make amendments to the ACH policy to provide better internal security. Staff will now be required to contact the vendor from the phone number on the master file, not on the invoice, to verify that they have requested a change. Staff will also be provided with additional training to help mitigate any future breaches.

Gina Martinez asked Tracy to explain the protocol about overseeing the accounts payable ACH payments. Tracy explained after the Accounting Supervisor has reviewed, then the request goes to the Accounting Administrator, then Director of Finance and final approval by the CFO. Tracy said that everyone on the staff got fooled because the spoof emails were so good. Tracy confirmed that most of our vendors are paid through ACH now and confirmed it is a more secure option for payment over paper checks. Tracy said she and Gabrielle Alexander attended training at Wells Fargo bank and law enforcement and staff will be provided with ongoing training.

Michelle asked, if we do not get the funds back from the bank, will the funds be covered by the Discretionary account? Tracy confirmed that the insurance will provide \$10,000 and the remainder will be covered under discretionary.

Denise Boshers said a similar thing happened to a company she worked for a few years ago and attested to the fact that these things are happening and will continue to be a problem going forward. Denise also asked if this incident was disclosed to the external auditors. Tracy said it is an immaterial amount due to the financial threshold in the financial statements, but it is not immaterial for a nonprofit. An approved ACH policy will be an addendum for now until the next policy revision.

Motion was made and seconded to approve staff's recommendation. Carried by unanimous vote (Jimenez/Vigil).

e. Navigating Public Funding Presentation, Tracy Webster, Chief Financial Officer – **Info Item**

Fred prefaced the presentation and said that he requested this presentation due to the possibility of an upcoming government shutdown and if that were to happen, how that may affect CAPK.

Tracy Webster said that during budget development, and on an ongoing basis, staff constantly monitors budget to actual by funding source. Finance staff meets with program staff monthly to verify that spending is on target. Budget planning also involves cash flow planning and must satisfy payroll and pension on an ongoing basis. Managing cash flow involves the timely submittal of claims to ensure cash flow is on point. When claims are submitted on time, payments are received on time and eliminates a cash flow issue. Tracy confirmed that staff tracks accounts receivable to make sure we are paid on time and on a daily basis, there is a cashflow reconciliation with the bank.

Tracy then went on to address what will happen if there is a federal government shutdown. Tracy explained that for federal funding, the Head Start grant does not follow the Head Start calendar. Our budget cycle is from March 1 to February 28. Our grants are already pre-funded before any shutdown occurs, so we are protected. However, for the federal staff that handles the cash draws, if they are placed on furlough or have reduced hours, our payments may be late. Tracy again emphasized that the large grants do not coincide with the federal government, so we are protected.

At the state level, any delays can cause the state legislators to not get paid. Tracy reported that CAPK has not had any delays in payments since 2008 and said that CAPK is protected due to legislation that requires the California budget to be approved timely. In terms of overall protection, we are dedicated to building discretionary funds and always maintain a healthy balance. As of now, there is currently more than \$4 million of discretionary dollars, some of which is earmarked for the 18<sup>th</sup> Street building deposit.

Jeff Flores confirmed that we are protected, and Tracy and Fred Plane said the most concerning part is that the staffing levels on the government side may impact how payments are processed, so we may have delays in receiving funds.

Jeremy Tobias provided additional insight and reaffirmed that our Head Start program is already funded due to the timing of our budget year. We are funded through February 28, 2024 and said that the Head Start contract is the only federally funded contract that we draw on and we will do our best to plan for the potential of slower draws, but Jeremy also emphasized that if there is a government shutdown, he expects it will be for a minimal time and not impact CAPK to any significant degree.

- f. CAPK 2-1-1 Kern County Call Center Services Performance and Contract Expectations – Sabrina Roberts-Jones, 2-1-1 Program Administrator – ***Info Item***

Pritika Ram and Sabrina Roberts-Jones presented the above info item and reported this item is a follow-up to prior discussions about the long wait times callers are experiencing. Pritika reported that low staffing levels have contributed to the problem and there have been some recent management departures as well. The program also suffered staff losses at the height of COVID. Sabrina discussed staffing strategies and reported that since the staff memo was developed, there has been some progress and expanded recruitment by utilizing an outside staffing agency. 2-1-1 is complex as it relates to various campaigns, and the I&R Specialists take calls for all needs. We are at capacity for Low Income Home Energy Program (LIHEAP) and other calls require another 20 full-time employees. There are 14 full-time employees that just completed training and we hope to reach the minimum goal by next month to have 18 full-time employees. Ongoing recruitment efforts will continue until fully staffed.

Sabrina reported on average, the 2-1-1 Kern handles 130,000 calls per year. There are 16 sources of funding and 47% of calls originate from Kern County, but there are not enough funds to support the needs of Kern County. The County does provide \$40,000 annually, but it does not meet the demands. Pritika reported that there is a Senate Bill that passed on April 17, 2023 that will allow for the increase of funding for 2-1-1 programs.

Pritika and Sabrina are working with HR to update job descriptions that will allow for growth opportunities, so employees have a pathway for future development.

Another long-term goal is to improve the phone system and upgrade the menu options that aims to optimize the caller experience. Many phone systems now offer a call-back feature where the caller can leave their phone number and receive a call back in a reasonable amount of time. Sabrina also reported that new messaging will be implemented to direct callers to the website and the website will be improved to be more user friendly.

Michelle Jara-Rangel asked about the two-tier process, with grade 2 staff moving to grade 4 and grade 3 staff moving to grade 5. Pritika explained it is part of the process to recruit and retain staff by increasing the grades and opportunities for future growth.

Curtis Floyd said that if we cannot get the required funding to staff properly, we should not be involved with the 2-1-1 program as it creates negativity about CAPK. Sabrina said there was a test call this morning, and the wait time was less than 3 minutes. Gina Martinez said that she uses the 2-1-1 system often and said that the callback times are very efficient, and staff is very good about returning calls. Gina said that there are many other resources to aid in staffing and asked if the HR staff participates in local job fairs and offered some assistance to help find candidates.

Yolanda Ochoa asked if some staff are answering calls from home. Sabrina confirmed that 9 are currently working from home. Ana Vigil asked about the time frame for returning calls and Sabrina said that with a call-back feature, callers should receive a return call within 30 minutes.

Pritika said staff will continue to bring updates to the Board.

## **VI. CAPK Foundation Report**

### **a. CAPK Foundation Report – Catherine Anspach, Director of Development – *Action Item***

Catherine Anspach presented the above action item and provided an update on donations received, funds for Friendship House light and fencing enhancements and Catherine said that the Huggy Heart campaign will run during the month of May at Valley Strong Credit Union to acknowledge Community Action Month. All branches will participate and have devised a friendly competition between the branches to help raise funds to support CAPK's Youth and Family Services programs. The March 30<sup>th</sup> mixer was well attended, and Catherine reported that the Friendship House Community Center will host their annual mixer on October 5<sup>th</sup> at the Collective.

Catherine also reported that two individuals very familiar with CAPK have been recruited to join the Foundation Board. Former CAPK Board Member Janea Benton and former CAPK Chief Program Officer, Traco Matthews, have expressed interest in continuing to serve CAPK. Staff recommends approval to accept Janea and Traco.

## **VII. Advisory Board Reports**

### **a. Head Start Policy Council Report – Nila Hogan, Policy Council Representative – *Action Item***

Lisa Gonzalez presented the above action item on behalf of Nila Hogan and reported that the Policy Council items presented at the March 28, 2023 meeting were approved.

Motion was made and seconded to approve the April 2023 Policy Council report and all items. Carried by unanimous vote (Childress/Jimenez).

## **VIII. Chief Executive Officer Report**

### **a. CEO Report for April 2023 – Jeremy Tobias, Chief Executive Officer – *Info Item***

#### **1. Update on Operations at the M Street Navigation Center**

Jeremy Tobias reported the operating capacity at M Street Navigation center is 147 beds. The head count fluctuates due to some clients not returning every night, but staff does not give the bed up until they vacate. Staff do try to allocate a few beds for the City & County rapid response anti-camping ordinances. Jeremy reported that to date, staff have placed 51 people in permanent housing this year alone.

Safe Camping is new and opened last year and there are 47 camping spaces, but it is a tight fit. Staff reported that they began having issues with pet dogs. Given the space is so compact, the dogs were beginning to fight, and some individuals have suffered dog bites. It appears that spacing is at the root cause and staff began to spread out the spaces and the dog incidents have been reduced but the safe camping sites also reduced down to 40 spaces. Staff are currently working with County to add more space. Jeremy reported that 9 individuals went directly from Safe Camping to permanent housing and that number is much higher than expected.

Jeremy said the County and staff are working on a rapid response team to intake clients and they are working with Flood Ministries to provide the teams. If the person is on the street, they are expedited but still takes a few days to get into the center or safe camping. There is a high need for additional bed space, and if the County is able to provide more space and assemble a rapid response team, staff will bring any proposals back to the Board for consideration.

May 14<sup>th</sup> will mark the 3-year anniversary of the M Street Navigation Center and staff will provide an update to the Board and Kern County Board of Supervisors.

May is Community Action Month nationally and staff typically request proclamations from the City, County and neighboring cities within Kern County to receive proclamations. Multiple social media videos and posts are planned, and a Resource Fair will take place at the Shafter Youth Center on Saturday, May 13<sup>th</sup>.

Maritza Jimenez asked if leadership staff was planning anything special for the employees during CAP month. Jeremy replied not at this time. Plans are underway for next year to host a Staff Development Day at the end of April, 2024.

## **IX. Board Member Comments**

- Michelle Jara-Rangel wanted to thank Marian for all of her time as an employee and as a Board Member. She has been a great mentor and Michelle wished her the best.
- Fred Plane welcomed Gina Martinez to the Board and thanked Marian Panos for her time served as an employee and Board Member.

**X. Next Scheduled Meeting**

Board of Directors Meeting  
12:00 pm  
Wednesday, May 31, 2023  
5005 Business Park North  
Bakersfield, CA 93309

**XI. Adjournment**

The meeting was adjourned at 2:07 pm.



DATE: May 10, 2023  
TIME: 12:00 pm  
LOCATION: CAPK Administrative Office  
5005 Business Park North  
Bakersfield, CA 93309

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## Personnel Committee Minutes

### 1. Call to Order

Committee Chair Maritza Jimenez called the meeting to order at 12:01 pm at the Community Action Partnership of Kern administrative building, located at 5005 Business Park North, Bakersfield, CA.

### 2. Roll Call

Roll Call was taken with a quorum present.

Present: Maritza Jimenez (Chair), Guadalupe Perez, and Nila Hogan

Absent: Jonathan Mullings

Others present: Pritika Ram, Chief Business Development Officer; Lisa McGranahan, Director of Human Resources; and other CAPK staff.

### 3. Public Comments

No one addressed the Committee.

### 4. New Business

#### a. Head Start Personnel Update – Jerry Meade, Assistant Director of Head Start, Program – ***Info Item***

Jerry Meade presented the above informational item.

In response to the job fair that Head Start is participating in, Guadalupe Perez asked if we would conduct fingerprint screening in person. Jerry responded that the County Office of Education is facilitating this effort.

Maritza Jimenez inquired about the possibility of offering referral incentives. Jerry responded that we have researched what other organizations are doing but must first secure funding to support this incentive. Jerry added that if we can financially sustain this proposal, the team will be prepared to bring a plan to the Personnel Committee and Board of Directors for consideration.

Maritza Jimenez recommended that we take note of best practices at the job fair in San Joaquin and possibly bring those same ideas to our community partners in Kern County. Jerry agreed.

#### b. Reclassification of the 2-1-1 Kern Call Center Positions and Updated Organizational Chart – Sabrina Jones-Roberts, 2-1-1 Kern Call Center Program Administrator – ***Action Item***



Sabrina Jones-Roberts presented the above action item for approval.

Nila Hogan asked for confirmation if current employees are already doing the work and if they're received a grade and name change. Sabrina confirmed that this is correct.

Guadalupe Perez inquired how many staff will be assigned under the new positions. Sabrina responded that we currently have 17 information and referral specialists. This proposal will allow them to start at tier one and then potentially move to tier two. However, if they have the necessary experience, they can enter tier two. Of the 17 current employees who can transition to tier two, there is only one employee that can move into that position.

Maritza Jimenez asked if anyone could transition to the coordinator position. Sabrina responded that there is currently an employee already in that senior role capacity that will transition to the coordinator position.

Maritza Jimenez asked what succession looks like. Sabrina responded that an employee could move up within two years of experience in a tier one position. Additionally, there is an accreditation they must earn to qualify for tier two.

Nila Hogan asked if an employee starts in tier one, how quickly do they reach the max in pay range. Sabrina responded that we would likely start someone mid-grade and progress within a few years based on performance. Sabrina added that starting at the minimum would not be beneficial in recruiting top talent.

Guadalupe Perez inquired if there is a certain number of employees desired for each tier. Sabrina responded that we currently have a full staff in tier one.

Motion was made and seconded to approve staff's recommendation. Carried by unanimous vote (Hogan/Perez).

- c. Head Start Division Reclassification of Job Descriptions – Jerry Meade, Assistant Director of Head Start Program – **Action Item**

Jerry Meade presented the above action item for approval. Jerry mentioned that the implementation timeframe for this proposal is the beginning of the new school year which is July 1<sup>st</sup>.

Maritza Jimenez asked the reasoning for the change of attendance supervisor. Jerry responded that we eliminated another supervisor position, and another employee assumed the additional duties, so we are expediting this request for the attendance supervisor to relieve the additional duties.

Maritza Jimenez asked how this proposal will affect the budget. Jerry responded that we would bring a full budget revision to the Executive Committee in July, or Board of Directors in August.

Jerry also added that Head Start has received an increase in funding for full enrollment, so the budget impact will be minimal.

Motion was made and seconded to approve staff's recommendation. Carried by unanimous vote (Perez/Hogan).

**5. Committee Member Comments**

- Lupe Perez wished the group a Happy Mother's Day
- Nila Hogan wished the group a Happy Mother's Day
- Maritza Jimenez said that during the last Board of Directors meeting, the group discussed high medical claims. It would be beneficial to have marketing materials and/or educators to inform employees of how to take control of their health. Lisa McGranahan responded that we are addressing those issues during the Benefits Ad Hoc Committee, and we'll begin brainstorming ideas to use the \$50,000 in education expenses. Lisa added that we distribute monthly marketing items from Bolton. Maritza added that it may be worth looking into becoming Blue Zone organizations.

**6. Next Scheduled Meeting**

Personnel Committee  
12:00 pm  
June 7, 2023  
5005 Business Park North  
Bakersfield, CA 93309

**7. Adjournment**

The meeting was adjourned at 12:34 pm.



## MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director of Head Start, Program  
Robert Espinosa, Program Design and Management Administrator  


Date: May 10, 2023

Subject: *Agenda Item 4(a)*: Head Start Personnel Update – **Info Item**

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The Head Start and State Child Development Division is committed to continually providing an update regarding personnel challenges affecting the Head Start program.

For the month of April 2023, below are statistics relating to staffing for the Head Start Division:


- 587 Head Start staff.
- 114 vacant positions (based on 701 budgeted positions).
- Onboarded 11 staff in April.
- 2 staff promotions.
- 2 staff transfers (one internal and one external) to administrative positions.
- 12 resignations (11 direct services staff, one administrative position).
- 10 staff were selected for direct service positions from interviews.
- Recruitment material purchased for recruitment events.

Job postings are still being featured on the Head Start California website. Program staff continue to explore strategies to build the Head Start workforce to support full enrollment. The job fair scheduled for April 28, 2023, has been postponed until July in order to maximize the recruitment effort. Additionally, in June 2023, in collaboration with the San Joaquin County Office of Education, Head Start staff will participate in an Early Childhood Education (ECE) Employment Summit in Stockton.



## MEMORANDUM

To: Personnel Committee

From: Sabrina Jones-Roberts, 2-1-1 Kern Call Center Program Administrator  


Date: May 10, 2023

Subject: *Agenda Item 4(b)*: Reclassification of the 2-1-1 Kern Call Center Positions and Updated Organizational Chart – **Action Item**

Under the Community Development Division, the 2-1-1 Call Center Program is a 24/7 information and referral service that provides residents with comprehensive information and links to community health and human services at no cost. The 2-1-1 Kern has a database of 1,500 social service agencies that are available to the public through the 2-1-1 Kern Online Resource Directory at [www.211KernCounty.org](http://www.211KernCounty.org). The program has over 15 years of experience in providing and linking community members to vital services, and currently serves multiple communities in the Central Valley including Kings, Tulare, Stanislaus, Fresno, and Madera through the United Way partnerships. Annually, the program manages approximately 130,000 calls system-wide and has a braided funding model with an operating budget of approximately \$1.6 million.

In our assessment of the program, there continues to be major delays in call handling and wait times which is a direct outcome of a lack of an appropriate staffing model of trained, skilled individuals. The primary call-handling staff, the Informational and Referral (I&R) Specialist, position and job description has not undergone a revision or update since 2017. The program experienced a sizable departure of staff at one-time, specifically in the fall/winter season FY 2022, which included management departures.

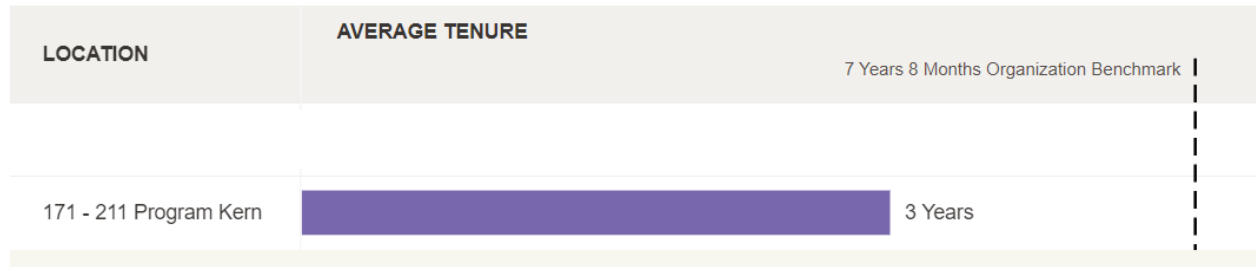
In FY 2020, the overall turnover percentage was 36.28% and 39.68% in FY 2022, with an average tenure of departed staff at 1.46 years, compared to the agency's rate at 18%.

**Table 1- Turnover Rate FY 2020 – 2023.**

PERIOD	VOLUNTARY TURNOVER %		INVOLUNTARY TURNOVER %	
	18% Organization Benchmark		18% Organization Benchmark	
> FY2020	32%		4.54%	
> FY2021	0%		0%	
> FY2022	40%		0%	
✓ FY2023	0%		0%	
> Q1- FY2023	0%		0%	

As outlined above, the program has experienced significant changes to staffing retention and recruitment, which can be attributed to the scope of work of the position. This includes the challenge of limited-to-no growth professionally and financially mainly due to the non-competitive rate of pay and the single job description. The proposed changes below would allow a pathway for enhanced skill development and upward mobility within the program and agency.

Currently, the average employment period (tenure) of the 2-1-1 staff is 2.64 years whereas the organizational tenure is eight (8) years. This highlights the need for growth and development of staff.



### **Summary of Proposed Changes**

With the change in leadership and assessment of the program operations and fiscal sustainability, the following are the proposed changes to three (3) positions.

Position Title	Proposed Changes	Current Grade	New Grade
Information and Referral Coordinator	Formerly the Senior Information and Referral Specialist, this position was re-classified to a Coordinator role to better align with its scope of providing direct support to the 2-1-1 Supervisor and collaborating with the I&R staff members, including providing training and technical assistance and digital platform and reporting management.	4 Min: \$15.50 Mid: 17.48 Max: \$20.09	7 Min: \$18.43 Mid: \$21.68 Max: \$24.94
Information and Referral Specialist II	New Position. In addition to the scope of the Tier I, this position includes obtaining the Alliance of Information and Referral Services (AIRS) Community Resource Specialist (CRS) Certification within two years of employment.	N/A	5 Min: \$15.95 Mid: \$18.77 Max: \$21.57
Information and Referral Specialist I	Reclassified to a Tier I position and changed the entry level grade from 3 to 4.	3 Min: \$15.50 Mid: \$16.24 Max: \$18.69	4 Min: \$15.50 Mid: \$17.48 Max: \$20.09

### **Fiscal Impact and Timeframe**

The proposed reorganization would result in a fiscal increase to program funds of approximately \$46,990.00 for the duration of the fiscal year and beyond. The funds available have been budgeted and will not require budget amendments. Once the proposal is approved (May 2023), the division and program will immediately implement the changes.

Both the reclassification of the job descriptions and fiscal impact have been reviewed and approved by the Human Resources and Finance department, respectively.

### **Strategic Plan and Development**

As part of the 2021-25 Strategic Plan, specifically under Goal 4: *CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results*, and as part of following objectives, the proposal supports staff development, growth, and retention:

- Objective 4.1: Enhance leadership capacity, effectiveness, and sustainability.
  - 4.1.1 Establish a process of workforce development for succession and knowledge transfer plans and oversee implementation; (a) Analyze department metrics (i.e., length of service, knowledge gaps, areas of interest) to identify the necessary skills sets for each position; (b) Identify or create evidence-based workforce development strategies to address needs of the department, and (c) Incorporate development opportunities as part of the employee review process.
- Objective 4.2: Increase employee engagement, morale, and retention.
  - 4.2.1 Conduct an internal and external equity analysis to evaluate the labor market and fiscal impacts; (b) b) Complete development and consolidation of revised job descriptions.

**Recommendation:**

Staff recommends the Personnel Committee approve the Reclassification of the 2-1-1 Kern Call Center positions and update of the Organizational Chart.

**Attachments:**

*Information & Referral Coordinator Job Description*

*Information & Referral Specialist Tier I Job Descriptions*

*Information & Referral Specialist Tier II Job Descriptions*

*Organizational Chart*



## Information & Referral Coordinator

*Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.*

**Salary Range:** Grade 7

**FLSA Status:** Non-Exempt

**Date Approved:** TBD

### **SUMMARY:**

2-1-1 Kern is a 24/7 operation open 365 days per year with a variety of shifts available. Work schedule may include evenings, overnights, weekends, and holidays. May be required to assist and support after-hours staff as needed.

This position provides direct training, technical assistance, and support to the Information and Referral Specialist Tier I and II position. The Information and Referral Coordinator is responsible for maintaining the 2-1-1 Kern database and communicating with referring agencies to ensure resources are updated annually or as needed when changes are implemented. The position is expected to be skilled and knowledgeable of all platforms and systems utilized to connect with the public and provide information via telephone, bi-directional texting, and live chat. The Information & Referral Coordinator is required to have experience in meeting reporting deadlines, monitoring a call handling database for information and referral entries, and observing call handling procedures by call center staff.

***Required to be available during declared emergencies to perform duties as directed by the 2-1-1 Program Administrator.***

### **SUPERVISION RECEIVED:**

2-1-1 Program Administrator

### **SUPERVISION EXERCISED:**

None

### **DUTIES AND RESPONSIBILITIES:**

*Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

#### **Essential Job Specific Duties:**

- Provides training and coaching to I&R staff, volunteers, and interns and evaluates their performance.
- Assists with staff scheduling, preparation of reports, and participation in the design of new systems.
- Provides necessary information, problem assessment, referral and follow up, appropriate to callers needs in a tactful manner.
- Assists callers in selecting appropriate resources and appointments, when necessary, and contacts resource agencies to facilitate service delivery.
- Utilizes Alliance of Information and Referral Systems (AIRS) and Agency standards in carrying out the goal of resolution of caller's experience.



- Displays professionalism when working with community resource agencies.
- Utilizes an online database system to maintain accurate records of services requested and provided.
- Formally surveys agencies for information about services, follows up with key contacts, and documents outcomes in 2-1-1 Kern resource database.
- Reviews resource information for community partners and inputs details in the 2-1-1 Kern resource database.
- Shares responsibility for the ongoing maintenance of resource information and staff training.
- Assists with the development and implementation of special projects and programs carried out by the call center.
- Assists with reducing high call volumes and accurately records call transactions in the 2-1-1 Kern online database.
- Provides training, guidance and support to new employees, volunteers, and interns as needed.
- Implements call center policies, practices, and procedures related to database management.
- Represents 2-1-1 Kern through the implementation of public presentations in the community and committee participation.
- Provides Information and Referral training to the community on the utilization of web-based databases.

**Other Job Specific Duties:**

- Prepares, conducts, and attends all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for Partnership programs.
- Perform any other duties and special projects as assigned.

**MINIMUM QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.*

**Knowledge of:**

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and equipment, including computers, word processing, spreadsheet, database, and related software applications.
- Current problems of socially and economically challenged families.
- Existing human service agencies.

**Ability to:**

- Multitask in a fast-paced environment, with prompt attention to caller's needs.
- Analyze problems and identify alternative solutions.
- Plan and implement developmentally appropriate routines, activities, and experiences.
- Plan, organize, and allocate resources.





- Work independently.
- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Understand and apply written regulations and instructions.
- Communicate effectively, verbally and in writing.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment, including multi-line phone systems.
- Effectively organize and prioritize assigned work.
- Communicate effectively, verbally and in writing.
- Establish and maintain effective working relationships with other people.
- Display proficiency with Windows based computers and working knowledge of Excel, PowerPoint, Microsoft Word, and Outlook.
- Prepare staff for Alliance of Information and Referral Systems (AIRS) certification and recertification.
- Track and monitor Alliance of Information and Referral Systems (AIRS) recertifications for staff.
- Obtain Alliance of Information and Referral Systems (AIRS) Community Resource Specialist (CRS) Certification with two years of employment.
- Obtain Alliance of Information and Referral Systems (AIRS) Community Resource Specialist – Database Curator (CRS-DC) Certification within two years of employment.

#### **EDUCATION AND EXPERIENCE:**

*The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.*

- Associate degree in human services, social work, or related field.
- Two (2) years of Information and Referral experience required.
- Knowledge of and/or work experience in the health and social services field preferred.
- Supervisory experience preferred.

#### **OTHER REQUIREMENTS:**

- Bilingual language fluency (English/Spanish) desirable.
- Successful completion of live scan fingerprinting, physical, substance abuse screening, TB, and all required vaccinations.

#### **WORK ENVIRONMENT:**

*The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job*

- Work is primarily performed indoors.
- Noise level is moderate.
- Hazards are minimal.

#### **ESSENTIAL PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to*



successfully perform the essential functions of the job. Reasonable accommodation may be provided to enable employees with disabilities to perform essential duties.

POSITION TITLE: Information & Referral Coordinator				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		



## **Information & Referral Specialist I**

*Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.*

**Salary Range:** Grade 04

**FLSA Status:** Non-Exempt

**Date Approved:** TBD

### **SUMMARY:**

2-1-1 Kern is a 24/7 operation open 365 days per year with a variety of shifts available. Work schedule may include evenings, overnights, weekends, and holidays.

The Informational and Referral Specialist (I&R) is responsible for providing confidential, appropriate, unbiased health and social service information, referrals, and advocacy to the public by telephone, bi-directional texting, and live chat. The I&R will track gaps in services, assist callers with questions, appointment needs, and be responsible for assisting in the maintenance of the 2-1-1 Kern resource database.

***Required to be available during declared emergencies to perform duties as directed by the Program Supervisor or Administrator.***

### **SUPERVISION RECEIVED:**

Receives supervision from 2-1-1 Program Supervisor

### **SUPERVISION EXERCISED:**

None

### **DUTIES AND RESPONSIBILITIES:**

*Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.*

#### **Essential Job Specific Duties:**

- Answers calls and provides necessary information, problem assessment, referrals, and follow up appropriate to callers needs in a tactful manner.
- Assists callers in selecting appropriate resources and appointments, when necessary, and contacts resource agencies to facilitate service delivery.
- Utilize Alliance of Information and Referral Systems (AIRS) and Agency standards in carrying out the goal of resolution of caller's experience.
- Display professionalism when working with community resource agencies.
- Utilizes an online database system to maintain accurate records of services requested and provided.
- Formally surveys agencies for information about services, follows up with key contacts, and documents outcomes in 2-1-1 Kern resource database.
- Reviews resource information for community partners and inputs details in the 2-1-1 Kern resource database.
- Assists with the on-going maintenance of resource information utilized in the call center.
- Assists with the implementation of special projects and programs carried out by the call center.
- Accurately records call transactions in the 2-1-1 Kern online database.



- Assists with providing guidance and support to new employees, volunteers, and interns as needed.

**Other Job Specific Duties:**

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for Partnership programs.

**MINIMUM QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.*

**Knowledge of:**

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and equipment, including computers, word processing, spreadsheet, database, and related software applications.
- Current problems of socially and economically challenged families.
- Existing human service agencies.

**Ability to:**

- Multitask in a fast-paced environment, with prompt attention to the call center's call volume.
- Deal with conceptual matters.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and parents.
- Operate a multi-line telephone.
- Interact effectively with persons experiencing a problem situation or crisis to assess and help problem solve the situation.
- Demonstrate critical thinking and analysis skills.

**EDUCATION AND EXPERIENCE:**

*The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.*

- High School diploma or equivalent. (Relevant degree or a combination of directly related college course work highly desirable)
- One (1) year of Information and Referral experience preferred but not required.
- Knowledge of health and social services preferred.

**OTHER REQUIREMENTS:**

- Bilingual language fluency (English/Spanish) desirable.
- Successful completion of live scan fingerprinting, physical, substance abuse screening, TB, and all required vaccinations.



### **WORK ENVIRONMENT:**

*The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.*

- Work is primarily performed indoors.
- Noise level is moderate.
- Hazards are minimal.

### **ESSENTIAL PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.*

POSITION TITLE    Information & Referral Specialist I						
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	REQUENTLY 4-8 HOURS		
Sitting					X	
Walking					X	
Standing					X	
Bending (neck)					X	
Bending (waist)					X	
Squatting				X		
Climbing		X				
Kneeling				X		
Crawling		X				
Twisting (neck)					X	
Twisting (waist)					X	
Is repetitive use of hand required?					X	
Simple Grasping (right hand)					X	
Simple Grasping (left hand)					X	
Power Grasping (right hand)				X		
Power Grasping (left hand)				X		
Fine Manipulation (right hand)					X	
Fine Manipulation (left hand)					X	
Pushing & Pulling (right hand)				X		
Pushing & Pulling (left hand)				X		
Reaching (above shoulder level)				X		
Reaching (below shoulder level)				X		
	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	REQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	REQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		



## Information & Referral Specialist II

*Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.*

**Salary Range:** Grade 05

**FLSA Status:** Non-Exempt

**Date Approved:** TBD

### **SUMMARY:**

2-1-1 Kern is a 24/7 operation open 365 days per year with a variety of shifts available. Work schedule may include evenings, overnights, weekends, and holidays.

The Informational and Referral Specialist (I&R) II is responsible for providing confidential, appropriate, unbiased health and social service information, referrals, and advocacy to the public by telephone, bi-directional texting, and live chat. The I&R II will track gaps in services, assist callers with questions, appointment needs, and be responsible for assisting in the maintenance of the 2-1-1 Kern resource database. ***Required to be available during declared emergencies to perform duties as directed by the Program Supervisor or Administrator.***

### **SUPERVISION RECEIVED:**

Receives supervision from 2-1-1 Program Supervisor

### **SUPERVISION EXERCISED:**

None

### **DUTIES AND RESPONSIBILITIES:**

*Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.*

#### **Essential Job Specific Duties:**

- Answers calls and provides necessary information, problem assessment, referrals, and follow up appropriate to callers needs in a tactful manner.
- Assists callers in selecting appropriate resources and appointments, when necessary, and contacts resource agencies to facilitate service delivery.
- Utilize Alliance of Information and Referral Systems (AIRS) and Agency standards in carrying out the goal of resolution of callers' problems.
- Display professionalism when working with community resource agencies.
- Utilizes an online database system to maintain accurate records of services requested and provided.
- Formally surveys agencies for information about services, follows up with key contacts, and documents outcomes in 2-1-1 Kern resource database.
- Reviews resource information for community partners and inputs details in the 2-1-1 Kern resource database.
- Assists with the on-going maintenance of resource information utilized in the call center.
- Assists with the implementation of special projects and programs carried out by the call center.
- Accurately records call transactions in the 2-1-1 Kern online database.
- Assists with providing guidance and support to new employees, volunteers, and interns as needed.



**Other Job Specific Duties:**

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for Partnership programs.

**MINIMUM QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.*

**Knowledge of:**

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and equipment, including computers, word processing, spreadsheet, database, and related software applications.
- Current problems of socially and economically challenged families.
- Existing human service agencies.

**Ability to:**

- Multitask in a fast-paced environment, with prompt attention to the call center's call volume.
- Deal with conceptual matters.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and partners.
- Operate a multi-line telephone.
- Interact effectively with persons experiencing a problem situation or crisis to assess and help problem solve the situation.
- Demonstrate critical thinking and analysis skills.
- Obtain Alliance of Information and Referral Services (AIRS) Community Resource Specialist (CRS) Certification within two years of employment.

**EDUCATION AND EXPERIENCE:**

*The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.*

- High School diploma or equivalent. (Relevant degree or a combination of directly related college course work highly desirable)
- One (1) year of Information and Referral experience.
- Knowledge of and/or work experience in the health and social services field required.

**OTHER REQUIREMENTS:**

- Bilingual language fluency (English/Spanish) desirable.
- Successful completion of live scan fingerprinting, physical, substance abuse screening, TB, and all required vaccinations.



### **WORK ENVIRONMENT:**

*The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.*

- Work is primarily performed indoors.
- Noise level is moderate.
- Hazards are minimal.

### **ESSENTIAL PHYSICAL DEMANDS:**

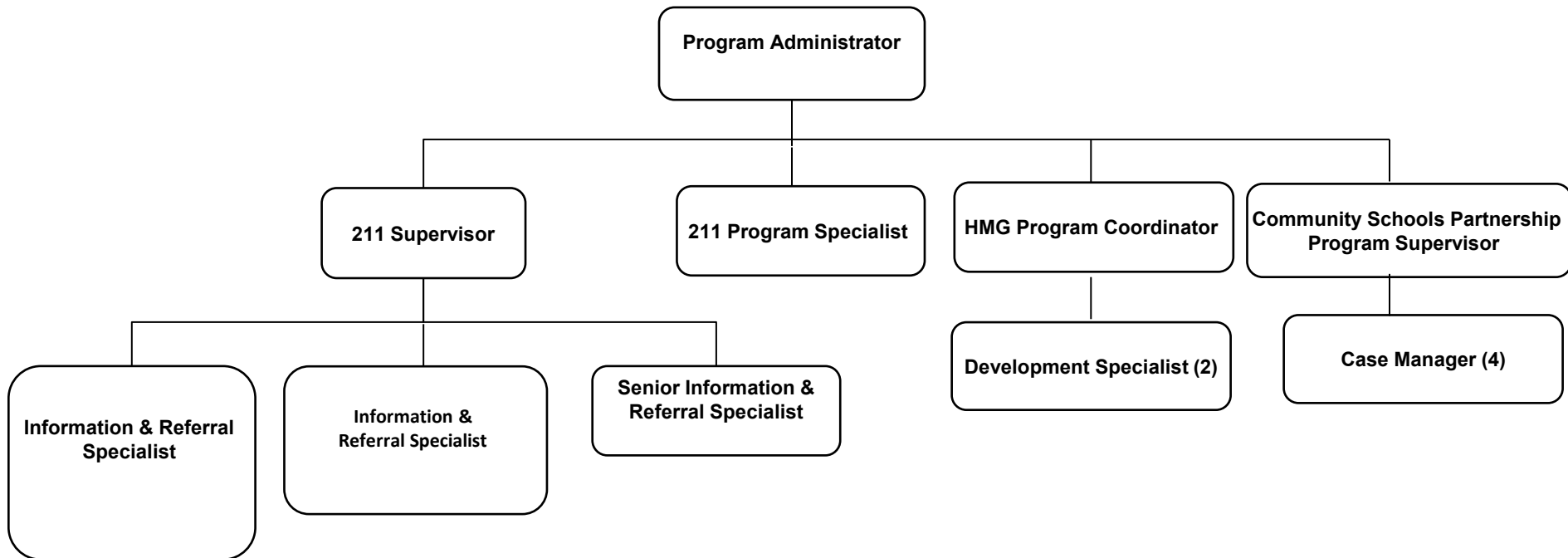
*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.*

POSITION TITLE		Information & Referral Specialist II				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS		
Sitting				X		
Walking				X		
Standing				X		
Bending (neck)				X		
Bending (waist)				X		
Squatting			X			
Climbing		X				
Kneeling			X			
Crawling		X				
Twisting (neck)				X		
Twisting (waist)				X		
Is repetitive use of hand required?				X		
Simple Grasping (right hand)				X		
Simple Grasping (left hand)				X		
Power Grasping (right hand)			X			
Power Grasping (left hand)			X			
Fine Manipulation (right hand)				X		
Fine Manipulation (left hand)				X		
Pushing & Pulling (right hand)			X			
Pushing & Pulling (left hand)			X			
Reaching (above shoulder level)			X			
Reaching (below shoulder level)			X			
	LIFTING		CARRYING			
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		



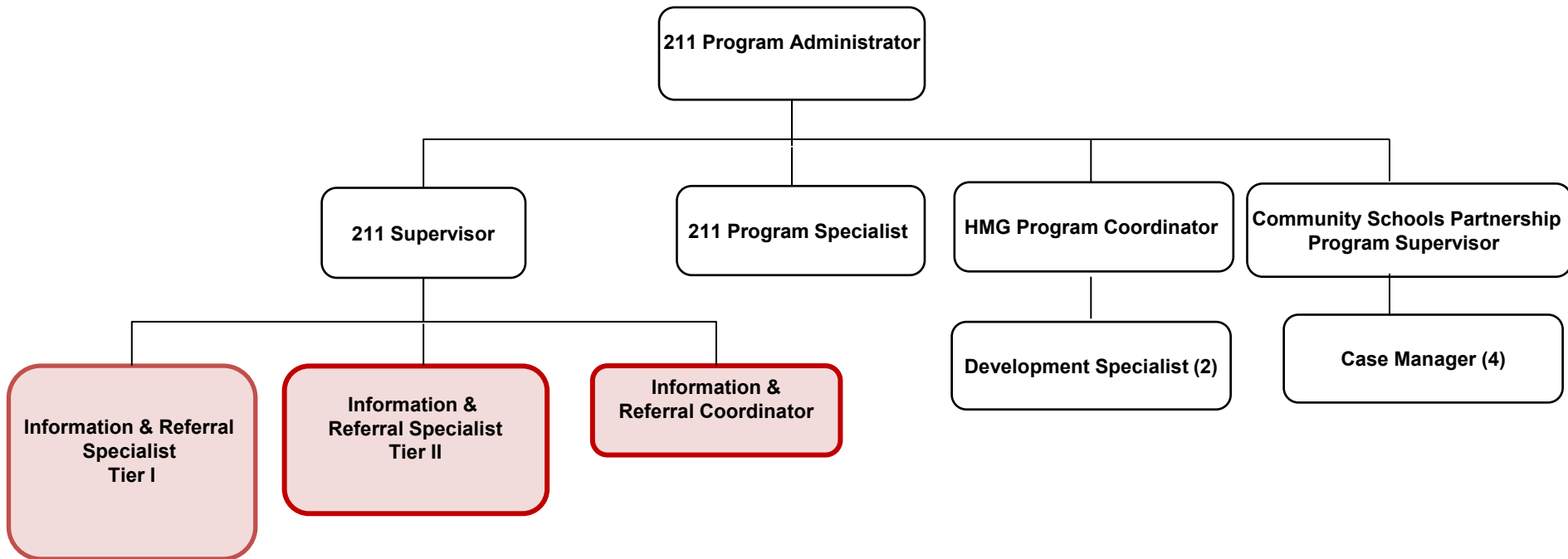


**Division: Community Development**  
**Program: 2-1-1 Call Center**  
**Current**





**Division: Community Development**  
**Program: 2-1-1 Call Center**  
***Proposed***





## MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director of Head Start, Program

Date: May 10, 2023

Subject: *Agenda Item 4(c):* Head Start Division Reclassification of Job Descriptions  
– **Action Item**

The Head Start/State Child Development Division has updated job descriptions to align with the reorganization approved by the Board of Directors in March 2023. The updated job descriptions allow for consistency in language within each classification; update antiquated language; and incorporate new job descriptions for new positions that will allow for succession planning.

### **Summary of Proposed Changes**

In accordance with the reorganization, the positions below are either new positions, or revised. The Head Start/State Child Development Division collaborated with the Human Resources Department on these changes and to ensure consistency with like positions within CAPK. The grading of the job descriptions aligns with the approved CAPK Compensation Schedule.

Position Title	Proposed Changes	Current Grade	New Grade
Attendance Supervisor	Reclassified from Attendance Coordinator	9 Min: \$22.93 Mid: \$28.69 Max: \$34.43	N/A
EHS Education Manager	Reclassification. Focus on EHS and supervise EHS Curriculum Specialist	-	10 Min: \$26.40 Mid: \$32.98 Max: \$39.58
HS Education Manager	New position. Focus on HS and supervise HS Curriculum Specialist and Partnership Supervisor.	-	10 Min: \$26.40 Mid: \$32.98 Max: \$39.58
Home Base Manager	New position. The HB Manager will supervise the HB Supervisors.	-	10 Min: \$26.40 Mid: \$32.98 Max: \$39.58
Quality Assurance Manager	New position. The QA Manager will supervise the QA Specialist and Technicians.	-	10 Min: \$26.40 Mid: \$32.98 Max: \$39.58
Support Service Manager	New Position. The SS Manager will report directly to the Assistant Director of Program and directly supervise the Family Engagement Supervisor, Wellness and Inclusion Supervisor, and the Health and Nutrition Supervisor.	-	10 Min: \$26.40 Mid: \$32.98 Max: \$39.58

***Fiscal Impact and Timeframe***

The fiscal impact is marginal as these positions align with previously budgeted positions prior to the reorganization. The Head Start leadership team has been working in conjunction with the Finance Division to ensure the positions are within the Head Start budget. As the reorganization continues, a budget revision will be presented to the Board if deemed necessary. The implementation of the reorganization, including the positions included in this presentation, will be in July 2023.

***Strategic Plan and Development***

As part of the 2021-25 Strategic Plan, specifically under Goal 4: *CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results*, this proposal supports staff development, growth, and retention by creating a pathway for current staff or new recruits to be placed in supervisory position that will increase their knowledge base and provide experience in order to have the ability to promote within the organization.

**Recommendation:**

Staff recommends the Personnel Committee approve the Head Start Division reclassification and revised job descriptions.

***Attachments:***

*Attendance Supervisor Job Description*  
*EHS Education Manager Job Description*  
*Head Start Education Manager Job Description*  
*Home Base Manager Job Description*  
*Quality Assurance Job Description*  
*Support Services Manager Job Description*



## Attendance Supervisor

*Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a jobclass. They cannot include nor are they intended to include all duties performed by all positions occupying a class.*

**Salary Range:** Grade 09

**FLSA Status:** Non-Exempt

**Date Approved:** TBD

### **SUMMARY:**

Under the direct supervision of the Enrollment and Attendance Manager, the Attendance Supervisor supervises and performs duties related to preparing, processing, maintaining, and reviewing attendance, statistical or fiscal documents, and records as related to California Department of Education (CDE) reimbursement regulations and the Child and Adult Care Food Program (CACFP). Work is carried out under the general supervision of the Enrollment and Attendance Manager but calls for considerable independent judgment on technical matters.

### **SUPERVISION RECEIVED:**

Receives supervision from Enrollment and Attendance Manager

### **SUPERVISION EXERCISED:**

Provides supervision to assigned Attendance Technicians, Attendance Specialist, CACFP Monitor

### **DUTIES AND RESPONSIBILITIES:**

*Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.*

#### **Essential Job Specific Duties:**

- Provides direct supervision, training, technical assistance, mentoring, and support to assigned Attendance Technicians and Specialist, including evaluations of performance.
- Maintains a strong understanding of CACFP, Head Start Program Performance Standards (HSPPS), and California Code of Regulations Title 5 (CDE), and Title 22 (Community Care Licensing).
- Oversees, compiles, reviews, monitors, and maintains monthly CDE attendance data entry, documentation, reporting, and CDE claim data.
- Prepares and submits monthly and periodic CDE reports to the CAPK Finance Division, as well as auditing and reporting CACFP statistical reports.
- Maintains records of family fees, prepares, and distributes family fee statements, receives family fee payments by mail or in person, prepares bank deposits, and develops payment plans for delinquent fees.
- Notifies the Enrollment Team of any delinquent fees requiring a Notice of Action.
- Tracks and monitors all areas of attendance data for federal and state programs to ensure an error-free audit and USDA tri-annual review.
- Is responsible for developing, maintaining, and updating written policies and procedures as needed.
- Reviews various fiscal documents, reports, and payments for accuracy and completeness.
- Collaborates with Enrollment, Program Staff, Support Service Staff, Finance, Central



Kitchen, and other departments and community members as appropriate.

- Provides leadership and training to administrative/program staff on CACFP, CDE, and HSPPS regulations.
- Provides technical and procedural assistance and training to administrative/program staff on ChildPlus and NoHo databases, and technical support to staff in related to attendance, CACFP, and administrative areas.
- Supports the preparation of data, budgets, and monitoring reports to be submitted to the Board of Directors, Policy Council, Head Start Regional Office, CDE, CACFP, Finance department and CDE.
- Assists with audits and funding source reviews.
- Monitors for compliance with internal controls.
- Assists with developing, maintaining, and updating CDE and CACFP written policies and procedures.
- Performs Attendance Technician, Attendance Specialist, and CACFP Monitor duties as needed.

#### **Other Job Specific Duties:**

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as assigned, including nights and weekends.
- Performs any other like duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.*

#### **Knowledge of:**

- Reflective supervision process, analyze problems, and identify alternative solutions.
- Experience working with adults and children.
- Conducting developmental assessments of children.
- Departmental policies and procedures.
- Correspondence and report writing practices and procedures.
- Current problems of socially and economically challenged families.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Agency policies and procedures.
- Proper grammar in written communication.
- Applicable federal, state, and local laws, codes, and regulations
- Regulations governing the fiscal requirements of Head Start, California Department of Education, and Child and Adult Care Food Program.

#### **Ability to:**

- Ensure confidentiality.
- Reasonably obtain knowledge of Agency policies and procedures.
- Able to deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.



- Communicate effectively, verbally and in writing.
- Demonstrate professional interpersonal skills.
- Work as a positive team member.
- Work independently
- Prepare clear and concise reports.
- Attend evening and weekend meetings.
- Exercise sound, independent judgment within general policy guidelines.
- Establish professional working relationships with staff, agencies, and parents.\
- Work with accuracy and attention to detail.

### **EDUCATION AND EXPERIENCE:**

*The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.*

- Associate degree from an accredited college or university with a major in finance, social services, early childhood development, human services, behavioral science, public or business administration is required. Bachelor's degree preferred.
- Three (3) years' working in an administrative field with an emphasis on finance, social services, case management, public administration, child development, or related field.
- Two (2) years of supervisory experience in a social service program, or related field.

### **OTHER REQUIREMENTS:**

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted and have such records filed with the State Department of Social Services, Community Care Licensing.
- Bilingual language fluency (Spanish/English) desirable.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

### **WORK ENVIRONMENT:**

*The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.*

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

### **ESSENTIAL PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.*

POSITION TITLE: Attendance Supervisor			
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONAL TO 4 HOURS
Sitting			FREQUENT 4-8 HOURS X



Walking			X
Standing			X
Bending (neck)			X
Bending (waist)			X
Squatting		X	
Climbing	X		
Kneeling		X	
Crawling	X		
Twisting (neck)			X
Twisting (waist)			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)			
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	
LIFTING		CARRYING	

	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs		X			X	
76-100 lbs	X			X		
100+ lbs	X			X		





## Early Head Start Education Manager

*Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.*

**Salary Range:** Grade 10

**FLSA Status:** Exempt

**Date Approved:** TBD

### **SUMMARY:**

Under the direct supervision of the Head Start Assistant Director, the Early Head Start (EHS) Education Manager is responsible for assisting with the overall planning for a comprehensive Early Head Start Infant/Toddler Program, including leadership and technical expertise for program staff. The EHS Education Manager oversees all child development to ensure compliance. Responsible for providing training for staff in compliance with the Head Start Regulations and ensuring educational requirements and curriculum are meeting standards. Responsibilities include assisting with the interpretation and implementation of all aspects of the Head Start Performance Standards, state and local childcare regulations, funding source requirements, and policies. The EHS Education Manager must work collaboratively with the HS Education Manager to ensure high quality services to children enrolled in the program.

### **SUPERVISION RECEIVED:**

Receives supervision from the Head Start Assistant Director.

### **SUPERVISION EXERCISED:**

Provides supervision to the EHS Curriculum Specialist.

### **DUTIES AND RESPONSIBILITIES:**

*Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.*

#### **A. Essential Job Specific Duties:**

- Responsible for overseeing that child development centers are in compliance.
- Supports staff to effectively implement and monitor curriculum implementation and fidelity.
- Provides support, feedback, and supervision for continuous improvement of EHS curriculum through the system of training and professional development.
- Completes performance evaluations for assigned staff.
- Develops, reviews, and approves personal and professional development and training plans for assigned staff.
- Ensures Site Supervisors have all education screenings and assessments completed accurately and in a timely manner.
- Provides training and guidance to staff and parents on Child Development topics as needed and/or requested, including new hire orientation and other mandated training.
- Responsible for collaborating with the Head Start Education Manager to ensure the children receive high quality educational services.
- Analysis of data for EHS School Readiness Goals, DRDP, ITERS, and classes



- In collaboration with the HS Education Manager analyzes educational program data, completes Summary of Findings and will provide required presentations to programs governing bodies.
- Responsible for the implementation and recommendations for program improvement, compliance, and training
- Ensures center environments and curriculum align with EHS School Readiness Goals.
- Coordinates and builds rapport with community partners and provides program information in the community.
- In collaboration with the wellness staff provide support to center-based staff on preventive strategies, early identification, and intervention stemming from behavioral challenges which may interfere with the child's learning.
- Provides ongoing training of Infant and Toddlers trends on the latest strategies and research to staff.
- Responsible for monitoring children's files, classroom environments, and home visits, to ensure program compliance with Performance Standards, Title 22, and Title 5 regulations.
- Collaborates with the HS Education Manager in developing, updating, and implementation of educational policies and procedures.
- Works closely with Human Resources for guidance in staff performance issues.

**B. Other Job Specific Duties:**

- Conducts and attends meetings, training, and professional growth activities.
- Is proactive in the effort to recruit and enroll families that qualify for EHS programs.
- Works alternative hours as required, including nights and weekends.
- Performs any other like duties as assigned.

**MINIMUM QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.*

**Knowledge of:**

- Educational Assessments such as CLASS, ECERS and ITERS, and DRDP-2015.
- Applicable federal, state, and local laws, codes, and regulations
- Agency policies and procedures.
- Regulations governing the administration of Head Start Program and State related programs desirable.
- Principles and methods of organization, planning and coordination.
- Supervisory principles and practices
- Correspondence and report writing practices and procedures.
- Current problems of socially and economically diverse families.
- Word processing, spreadsheet, database, and other related applications.
- Modern office practices, methods, procedures, and equipment, including computers.
- Departmental policies and procedures.
- Principles and techniques of training, program development, and operation.

**Ability to:**

- Plan, organize, allocate and control confidential data and organizational resources.
- Demonstrate good interpersonal skills.



- Work as a positive team member.
- Work with conceptual matters
- Work under frequent time pressures or deadlines.
- Supervise, mentor, and motivate a diverse group of individuals.
- Work independently.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Analyze administrative, operational, and organizational problems and evaluate alternatives to reach sound solutions.
- Communicate effectively, verbally and in writing.
- Prepare clear, concise reports.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment.
- Effectively organize and prioritize assigned work.

#### **EDUCATION AND EXPERIENCE:**

*The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.*

- Bachelor's degree in business administration, education administration, behavioral science, or related degree. If major is in a non-management discipline, must have at least eight (8) semester units in administration or management with a minimum of two (2) units in adult supervision.
- Program Director permit desired. At minimum, must possess or obtain a valid Site Supervisor permit issued by the Commission for Teacher Credentialing.
- Completion of the four (4) modules of the Program for Infant and Toddler Care desirable (PITC with trainer's certificate or college credit attached required.)
- Four (4) years of teaching preschool or in a child development program.
- Minimum four (4) years of progressive management experience in a child development or preschool program, two (2) years of which must be in a supervisory capacity.
- Direct experience in managing social service programs is highly desirable.

#### **OTHER REQUIREMENTS:**

- Must be fingerprinted and have records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of a physical, substance abuse screening, TB, and all required vaccinations.

#### **WORK ENVIRONMENT:**

*The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.*

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.



### **ESSENTIAL PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.*

<b>POSITION TITLE Early Head Start Education Manager</b>				
<b>Activity</b>	<b>Hours Per Day</b>	<b>NEVER 0 HOURS</b>	<b>OCCASIONALLY UP TO 4 HOURS</b>	<b>FREQUENTLY 4-8 HOURS</b>
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

	<b>LIFTING</b>			<b>CARRYING</b>		
	<b>NEVER 0 HOURS</b>	<b>OCCASIONALLY UP TO 4 HOURS</b>	<b>FREQUENTLY 4-8 HOURS</b>	<b>NEVER 0 HOURS</b>	<b>OCCASIONALLY UP TO 4 HOURS</b>	<b>FREQUENTLY 4-8 HOURS</b>
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+lbs	X			X		



## Head Start Education Manager

*Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.*

**Salary Range:** Grade 10

**FLSA Status:** Exempt

**Date Approved:** TBD

### **SUMMARY:**

Under direct supervision from the Director of Head Start/State Child Development, the Head Start (HS) Education Manager is responsible for assisting with the overall planning for a comprehensive Head Start Program that focuses on Pre-K, including leadership and technical expertise for program staff. The HS Education Manager oversees all child development centers to ensure compliance. Additionally, the HS Education Manager is responsible for providing training for staff in compliance with the Head Start Standards and Regulations and ensuring educational requirements and curriculum meet requirements. Responsibilities include assisting with the interpretation and implementation of all aspects of the Head Start Performance Standards, state and local childcare regulations, funding source requirements, and policies. The HS Education Manager must work collaboratively with the Early Head Start Education Manager to ensure high quality services to children 0-5 years of age.

### **SUPERVISION RECEIVED:**

Receives supervision from the Director of Head Start/State Child Development.

### **SUPERVISION EXERCISED:**

Provides supervision to the Head Start Curriculum Specialist, and Partnership Supervisor.

### **DUTIES AND RESPONSIBILITIES:**

*Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

#### **A. Essential Job Specific Duties:**

- Responsible for overseeing that child development centers are in compliance.
- Supports staff to effectively implement and monitor curriculum implementation and fidelity.
- Provides support, feedback, and supervision for continuous improvement of HS curriculum through the system of training and professional development.
- Completes performance evaluations for assigned staff.
- Develops, reviews, and approves personal and professional development and training plans for assigned staff.
- Ensures Site Supervisors have all education screenings and assessments completed accurately and in a timely manner.
- Provides training and guidance to staff and parents on Child Development topics as needed and/or requested, including new hire orientation and other mandated training.
- Responsible for collaborating with the HS Education Manager to ensure the children receive high quality educational services.
- Accountable for the analysis of data for HS School Readiness Goals, DRDP, ITERS and CLASS



- In collaboration with the EHS Education Manager analyses educational program data, completes Summer of Findings, and will provide required presentations to programs governing bodies.
- Responsible for the implementation and recommendations for program improvement, compliance, and training.
- Ensures center environments and curriculum align with HS School Readiness Goals.
- Coordinates and builds rapport with community partners and provides program information in the community.
- In collaboration with the wellness staff, provides support to staff on preventive strategies, early identification, and intervention stemming from behavioral challenges which may interfere with the child's learning.
- Provides ongoing training of Pre-K trends on the latest strategies and research to staff.
- Responsible for monitoring children's files, classroom environments, and home visits, to ensure program compliance with Performance Standards, Title 22, and Title 5 regulations.
- Collaborates with the EHS Education Manager in developing, updating, and implementing all education policies and procedures.
- Works closely with Human Resources for guidance in staff performance issues.

**B. Other Job Specific Duties:**

- Conducts and attends meetings, training, and professional growth activities.
- Is proactive in the effort to recruit and enroll families that qualify for EHS programs.
- Works alternative hours as required, including nights and weekends.
- Performs any other like duties as assigned.

**MINIMUM QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.*

**Knowledge of:**

- Applicable federal, state, and local laws, codes, and regulations
- Agency policies and procedures.
- Regulations governing the administration of Head Start Program and State related programs desirable.
- Principles and methods of organization, planning and coordination.
- Supervisory principles and practices
- Correspondence and report writing practices and procedures.
- Current problems of socially and economically diverse families.
- Word processing, spreadsheet, database, and other related applications.
- Modern office practices, methods, procedures, and equipment, including computers.
- Departmental policies and procedures.
- Principles and techniques of training, program development, and operation.

**Ability to:**

- Plan, organize, allocate and control confidential data and organizational resources.
- Demonstrate good interpersonal skills.
- Work as a positive team member.
- Work with conceptual matters





- Work under frequent time pressures or deadlines.
- Supervise, mentor, and motivate a diverse group of individuals.
- Work independently.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Analyze administrative, operational, and organizational problems and evaluate alternatives to reach sound solutions.
- Communicate effectively, verbally and in writing.
- Prepare clear, concise reports.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships, internally and externally.

### **EDUCATION AND EXPERIENCE:**

*The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.*

- Bachelor's degree in business administration, education administration, behavioral science, or related degree required.
- Program Director permit desired. At minimum, must possess or obtain a valid Site Supervisor permit issued by the Commission for Teacher Credentialing.
- Completion of the four (4) modules of the Program for Infant and Toddler Care desirable (PITC with trainer's certificate or college credit attached required.)
- Four (4) years of teaching preschool or in a child development program.
- Minimum four (4) years of progressive management experience in a child development or preschool program, two (2) years of which must be in a supervisory capacity.
- Direct experience in managing social service programs is highly desirable.

### **OTHER REQUIREMENTS:**

- Must be fingerprinted and have records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of a physical, substance abuse screening, TB, and all required vaccinations.
- Must have reliable transportation during working hours.

### **WORK ENVIRONMENT:**

*The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.*

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

### **ESSENTIAL PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.*

Head Start Education Manager



POSITION TITLE Head Start Education Manager				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+lbs	X			X		





## Home Base Manager

*Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.*

**Salary Range:** 10

**FLSA Status:** Exempt

**Date Approved:** TBD

### **SUMMARY:**

Under the direct Supervision of the Head Start Assistant Director, provides oversight and support to Home Base programs in Kern and San Joaquin Counties. Implement short term and long-range planning for service delivery, monitoring, and training. Manages the Home Base program option with the integration of all content areas into the day-to-day operations. Ensure all Head Start Performance Standards are in full compliance with all aspects of Head Start & Early Head Start regulations. Administer effective communication among administration leadership, staff, families, and community collaborators.

### **SUPERVISION RECEIVED:**

Receives supervision from the Head Start Assistant Director

### **SUPERVISION EXERCISED:**

Provides supervision to the Home Base Supervisors

### **DUTIES AND RESPONSIBILITIES:**

*Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.*

#### **A. Essential Job Specific Duties:**

- Manages the Home Base program to ensure full compliance including child outcomes, full enrollment, and emotional well-being of the entire family and expectant mothers.
- Responsible for oversight and support of full compliance of required regulations.
- Performance Standards and responsibilities as written in the CAPK Policies.
- Completes on-going reports based on measurable and objective criteria related to the program service area plans and goals, transitions, enrollment, and on-going training.
- Works with Assistant Director, SJC to ensure budget and expenditures are in full compliance with the grant and funding requirements.
- Develop and ensures the implementation of personal and professional development, annual evaluations, and professional development plans, as well as ongoing monitoring of time and attendance for assigned staff.
- Oversee and provide support to ensure delivery of services in all functional areas, utilizing internal and external resources to provide supplies and medical, social, mental health, educational and special services as deemed appropriate.
- Conduct ongoing monitoring of home visits and socializations to ensure compliance of all daily operation.
- Implements and maintains monthly team meetings to promote and maintain a sense of teamwork among home base unit and all comprehensive service areas.



- Responsible for responding to non-compliance reports and the completion of corrective action plans.
- Provides monthly comprehensive reports to the Assistant Director, SJC of all performance standards and Head Start Act as it relates to assigned programs.
- Works closely with Enrollment and Attendance Manager to ensure full enrollment.
- Works in partnership with Support Services and Education Managers to implement school readiness and family engagement framework.
- Oversee the implementation of all required assessments and screenings completed in a timely manner.

**B. Other Job Specific Duties:**

- Attends all meetings, trainings, and conferences as assigned.
- Maintains safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Is proactive in the program effort to recruit and enroll families that qualify for Head Start Programs.
- Performs any other like duties as assigned.

**MINIMUM QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.*

**Knowledge of:**

- Applicable federal, state, and local laws, codes, and regulations
- Agency policies and procedures.
- Regulations governing the administration of Head Start Program and State related programs desirable.
- Principles and methods of organization, planning and coordination.
- Supervisory principles and practices
- Correspondence and report writing practices and procedures.
- Current problems of socially and economically diverse families.
- Word processing, spreadsheet, database, and other related applications.
- Modern office practices, methods, procedures, and equipment, including computers.
- Departmental policies and procedures.
- Principles and techniques of training, program development, and operation.

**Ability to:**

- Plan, organize, allocate and control confidential data and organizational resources.
- Demonstrate good interpersonal skills.
- Work as a positive team member.
- Work with conceptual matters
- Work under frequent time pressures or deadlines.
- Supervise, mentor, and motivate a diverse group of individuals.
- Work independently.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.



- Analyze administrative, operational, and organizational problems and evaluate alternatives to reach sound solutions.
- Communicate effectively, verbally and in writing.
- Prepare clear, concise reports.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships, internally and externally.

#### **EDUCATION AND EXPERIENCE:**

*The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.*

- Bachelor's degree from any accredited college or university with major in one of the following disciplines: Early Childhood Development, Education, Human Development, or related field required.
- Program Director's permit optional. Supervisor permit issued by the Commission for Teacher Preparation and Licensing optional.
- Minimum four (4) years of progressive management/supervision experience in early childhood education, social service, public administration, human development, or related field.
- Minimum of two (2) years' supervisory experience in social service programs or similar programs required.
- Bilingual language fluency (Spanish/English) fluency highly desirable.

#### **OTHER REQUIREMENTS:**

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have reliable transportation during working hours.
- Completion of a physical, substance abuse screening, TB, and all required vaccinations
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.
- Maintain required immunizations as outlined in the Community Care Licensing Regulations and Performance Standards.
- Must have completed a First Aid/CPR Certificate or will obtain the certification within 90 days of employment.

#### **WORK ENVIRONMENT:**

*The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.*

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.



### **ESSENTIAL PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.*

<b>POSITION TITLE: Home Base Manager</b>				
<b>Activity</b>	<b>Hours Per Day</b>	<b>NEVER 0 HOURS</b>	<b>OCCASIONALLY UP TO 4 HOURS</b>	<b>FREQUENTLY 4-8 HOURS</b>
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

	<b>LIFTING</b>			<b>CARRYING</b>		
	<b>NEVER 0 HOURS</b>	<b>OCCASIONALLY UP TO 4 HOURS</b>	<b>FREQUENTLY 4-8 HOURS</b>	<b>NEVER 0 HOURS</b>	<b>OCCASIONALLY UP TO 4 HOURS</b>	<b>FREQUENTLY 4-8 HOURS</b>
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		



## Quality Assurance Manager

*Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.*

**Salary Range:** Grade 10

**FLSA Status:** Exempt

**Date Approved:** TBD

### **SUMMARY:**

Under the direct supervision of the Quality Assurance Administrator, the Quality Assurance Manager supports with implementing the overall program design and management system for the annual self-assessment; and ongoing monitoring for compliance of the program to ensure compliance of all Head Start Performance Standards, Office of Head Start monitoring protocols, and State Contract Monitoring Review for the Head Start/State Child Development Division.

### **SUPERVISION RECEIVED:**

Receives supervision from Quality Assurance Administrator.

### **SUPERVISION EXERCISED:**

Provides supervision to assigned Quality Assurance Specialists and Quality Assurance Technician.

### **DUTIES AND RESPONSIBILITIES:**

*Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.*

#### **Essential Job Specific Duties:**

- Provides supervision, training, technical assistance, mentoring, and support to assigned Quality Assurance Specialists and Quality Assurance Technician, including evaluations of performance.
- Maintains a strong understanding of Head Start Program Performance Standards (HSPPS),
- California Code of Regulations Title 5 (CDE), and Title 22 (Community Care Licensing).
- Oversees the implementation for the Head Start and State Child Development division monitoring system for administration, management systems, and specialized interdisciplinary service areas in accordance with federal, state, and local regulations and mandates.
- Provides leadership and direction in the development and management of work methodologies, processes, policies, and procedures for program review, monitoring, and training by utilizing program data collected through ongoing monitoring.
- Analyzes and interprets data, drawing meaning and conclusions from quantitative and/or qualitative data.
- Provides oversight for the design of a comprehensive system for on-going monitoring, audit, data analysis and evaluation for all program service areas in consultation with key staff.



- Informs, networks with, and monitors governing bodies to ensure their understanding and implementation of appropriate governance oversight and accountability.
- Conducts the annual Self-Assessment for the Head Start/State Child Development and uses information to address continuous agency-wide improvement.
- Assists with annual audits, funding source/regulatory audits and monitoring visits.
- Participates in the division's strategic leadership team to guide decision making and establish business processes to ensure a culture of program excellence.
- Conducts and/or coordinates internal audits as needed.
- Establishes and maintains positive, constructive working relationships with staff and Program Partners to ensure their compliance with program requirements.
- Reports areas of compliance and non-compliance to the Quality Assurance Administrator and Administrative Team as needed.
- Responsible for developing, maintaining, and updating written policies and procedures as needed.
- Collaborates with Administration, Enrollment and Attendance, Program Staff, Support Service Staff, Finance, Central Kitchen, and other departments and community members as appropriate.
- Provides leadership and training to admin/program staff on CACFP, CDE, and HSPPS regulations.
- Responsible for preparation of data, budgets, and monitoring reports to be submitted to the Board of Directors, Policy Council, Head Start Regional Office, California Department of Education, California Department of Social Services, and finance department.
- Monitors for compliance with internal controls.

**Other Job Specific Duties:**

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as assigned, including nights and weekends.
- Performs any other like duties as assigned.

**MINIMUM QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.*

**Knowledge of:**

- Applicable federal, state, and local laws, codes, and regulations
- Agency policies and procedures.
- Regulations governing the administration of Head Start Program and State related programs desirable.
- Principles and methods of organization, planning and coordination.
- Supervisory principles and practices
- Correspondence and report writing practices and procedures.
- Current problems of socially and economically diverse families.
- Word processing, spreadsheet, database, and other related applications.
- Modern office practices, methods, procedures, and equipment, including computers.





- Departmental policies and procedures.
- Principles and techniques of training, program development, and operation.
- Regulations governing the fiscal requirements of Head Start, California Department of Education, California Department of Social Services California Code of Regulations Title 5 (CDE), Title 22 (Community Care Licensing) and Child and Adult Care Food Program.

**Ability to:**

- Deal with conceptual matters.
- Plan, organize, and allocate resources.
- Work independently.
- Communicate effectively, verbally and in writing.
- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and explain policies and procedures.
- Analyze problems and identify alternative solutions.
- Work with accuracy and attention to detail.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships with staff, agencies, and parents.

**EDUCATION AND EXPERIENCE:**

*The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.*

- Bachelor's degree from an accredited college or university with a major in finance, social services, early childhood development, human services, behavioral science, public or business administration is preferred.
- Minimum four (4) years of progressive management/supervision experience in early childhood education, social service, public administration, human development, or related field.
- Two (2) years of supervisory experience in social service programs or similar programs required.

**OTHER REQUIREMENTS:**

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted and have such records filed with the State Department of Social Services, Community Care Licensing.
- Bilingual language fluency (Spanish/English) desirable.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

**WORK ENVIRONMENT:**

*The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.*

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.



# **ESSENTIAL PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Quality Assurance Manager				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONAL UP TO 4 HOURS	FREQUENT 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)				
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	
LIFTING		CARRYING		

	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs		X			X	
76-100 lbs	X			X		
100+ lbs	X			X		





## Support Services Manager

*Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.*

**Salary Range:** Grade 10

**FLSA Status:** Exempt

**Date Approved:** TBD

### **SUMMARY:**

Under the direct supervision of the Head Start Assistant Director, responsible for the overall implementation of providing high-quality Head Start support services for school readiness. Responsible for delivering developmentally, culturally, and linguistically appropriate practices that engage families, support healthy living, support inclusion while providing enriching mental wellness practices. Collaborates in the leadership and technical expertise for teaching staff, assisting with the interpretation and implementation of all aspects of Head Start Performance Standards, General and Child Care Regulations, Federal and State regulations, funding source requirements and policies/practices for Kern and San Joaquin Counties.

### **SUPERVISION RECEIVED:**

Receives supervision from Head Start Assistant Director.

### **SUPERVISION EXERCISED:**

Provides supervision to the Health and Nutrition Supervisor, Family Engagement Supervisor, and Wellness and Inclusion Supervisor.

### **DUTIES AND RESPONSIBILITIES:**

*Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.*

#### **A. Essential Job Specific Duties:**

- Oversees the support services departments to ensure quality mentoring and training practices which result in quality outcomes for all Head Start support services departments.
- Responsible for the budget for support services by monitoring assigned budget to actual for overall expenditures.
- Manages the design, implementation, and training to effectively implement and monitor in Kern and San Joaquin County,
- Reviews and monitors the aggregation of a variety of data for support services departments and develops and implements plans for program improvement, including training opportunities and compliance.
- Works closely with Assistant Director, Program and other administrative personnel to review achievements and discuss required changes in program emphasis resulting from status and outcomes.
- Participates in the planning and implementation of policies and procedures for state and federal requirements.
- Develop and ensures the implementation of personal and professional development, annual evaluations, and training plans, as well as ongoing monitoring of time and attendance for assigned staff.
- Responsible for providing program updates, data, and analysis as it relates to



assigned departments to Board of Directors and Policy Council.

- Manages, plans, and promotes team cooperation in providing health, mental health, nutrition, inclusion, and family engagement services.
- Assists with overall full compliance of both state and federal laws, codes, and regulations as it relates to program accountability.
- Works in partnership with Head Start Leadership for the common goal of program excellence.

#### **B. Other Job Specific Duties:**

- Attends meetings, trainings, and conferences as assigned.
- Maintains safe and functional work environment.
- Is proactive in the effort to recruit and enroll families that qualify for all programs.
- Works alternative hours as required, including nights and weekends.
- Performs any other like duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.*

#### **Knowledge of:**

- Applicable federal, state, and local laws, codes, and regulations
- Agency policies and procedures.
- Regulations governing the administration of Head Start Program and State related programs desirable.
- Principles and methods of organization, planning and coordination.
- Supervisory principles and practices
- Correspondence and report writing practices and procedures.
- Current problems of socially and economically diverse families.
- Word processing, spreadsheet, database, and other related applications.
- Modern office practices, methods, procedures, and equipment, including computers.
- Departmental policies and procedures.
- Principles and techniques of training, program development, and operation.

#### **Ability to:**

- Plan, organize, allocate and control confidential data and organizational resources.
- Demonstrate good interpersonal skills.
- Work as a positive team member.
- Work with conceptual matters
- Work under frequent time pressures or deadlines.
- Supervise, mentor, and motivate a diverse group of individuals.
- Work independently.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Analyze administrative, operational, and organizational problems and evaluate alternatives to reach sound solutions.
- Communicate effectively, verbally and in writing.
- Prepare clear, concise reports.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment.
- Effectively organize and prioritize assigned work.



### **EDUCATION AND EXPERIENCE:**

*The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.*

- Bachelor's degree in business administration, child development behavioral science, or related field required.
- Minimum four (4) years of progressive management/supervision experience in early childhood education, social service, public administration, human development, or related field.
- Minimum two (2) years' supervisory experience in social service programs or similar programs required.

### **OTHER REQUIREMENTS:**

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have reliable transportation during working hours.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.
- Must have completed a First Aid/CPR Certificate or will obtain the certification within 90 days of employment.
- Bilingual language fluency (Spanish/English) fluency highly desirable

### **WORK ENVIRONMENT:**

*The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.*

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

### **ESSENTIAL PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.*

<b>POSITION TITLE    Support Services Manager</b>			
<b>Activity</b>	<b>Hours Per Day</b>	<b>NEVER 0 HOURS</b>	<b>OCCASIONALLY UP TO 4 HOURS</b>
Sitting			<b>FREQUENTLY 4-8 HOURS</b> X
Walking			X
Standing			X
Bending (neck)			X
Bending (waist)			X
Squatting			X
Climbing		X	
Kneeling			X
Crawling		X	

Twisting (neck)		X
Twisting (waist)		X
Is repetitive use of hand required?		X
Simple Grasping (right hand)		X
Simple Grasping (left hand)		X
Power Grasping (right hand)		X
Power Grasping (left hand)		X
Fine Manipulation (right hand)		X
Fine Manipulation (left hand)		X
Pushing & Pulling (right hand)		X
Pushing & Pulling (left hand)		X
Reaching (above shoulder level)		X
Reaching (below shoulder level)		X

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		



DATE	May 17, 2023
TIME	12:00 pm
LOCATION	CAPK Administrative Office 5005 Business Park North Bakersfield, CA 93309

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## Program Review & Evaluation Committee Minutes

### 1. Call to Order

Committee Chair Ana Vigil called the meeting to order at 12:00 pm at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

### 2. Roll Call

Roll call was taken with a quorum present.

Present: Ana Vigil, Jimmie Childress, Gina Martinez, and Yolanda Ochoa

Absent: Mia Cifuentes

Ana Vigil introduced new Board / Committee Member Gina Martinez who provided a summary of her experience. Jeremy Tobias added that Gina is the appointee of Senator Hurtado.

Others Present: Jeremy Tobias, Chief Executive Officer; Freddy Hernandez, Director of Youth & Community Services; Susana Magana, Director of Health & Nutrition; Rebecca Moreno, Director of Housing Services; Pritika Ram, Chief Business Development Officer; and other CAPK staff.

### 3. Public Comments

No one addressed the Committee.

### 4. Program Presentation

#### a. M Street Navigation Center by Laurie Hughey, Homeless Services Program Administrator

Laurie Hughey provided an update on the M Street Navigation Center and said May 14<sup>th</sup> was the 3<sup>rd</sup> year anniversary of the opening of the center. Laurie provided the highlights identified on the attached slides and included information about the Safe Camping site as well.

Gina Martinez asked if services for Veterans are offered at the center. Laurie said the Veterans Services Office is nearby and clients requiring those specific services are referred to that office.

Jimmie Childress said he had an opportunity to work with M Street Navigation Center when a family member required services and he applauded the center staff for their compassion and dedication.

### 5. New Business

#### a. April 2023 Program Reports – Pritika Ram, Chief Business Development Officer - **Action Item**

Pritika Ram presented the April 2023 Program Reports for approval and provided notable highlights.

CalFresh Healthy Living Program has been making rounds, providing nutrition education out in the community and has been doing substantial work with recruitment and retention and participating in the Food Pantry Collaborative to provide food education.

Wilfredo Cruz provided an update on the LIWAP program, noting that we are the only organization in the County providing this service. A mailer has gone out in the community and Wilfredo said that our marketing consultant, Hey Salty, has initiated a big marketing push with the Spanish Radio Group and other media outlets, including social media. Wilfredo highlighted another outreach opportunity by teaming up with Cal Water to host a block party with food and music to try to recruit members of the community to take advantage of the program benefits. Wilfredo also reported that for the last 5 months, the Energy program has exceeded goals, and increased funding has become available through CSD and noted the LIHEAP Contract is \$9.9 million, the largest in the history for the CAPK Energy Program.

Jeremy Tobias said the Energy Program has two components, Weatherization & Utility Bill assistance. With new funding, we can now offer water bill assistance.

Pritika Ram provided an update on the 2-1-1 call center performance and reported that for the past week, the average wait time was 1 minute 5 seconds, and the average handling time was 6 minutes. Pritika thanked the 2-1-1 team for making great strides towards improvement.

Motion was made and seconded to approve the April 2023 Program Reports. Carried by unanimous vote (Childress/Ochoa).

b. April 2023 Application Status Report & Funding Profiles – Vanessa Mendoza, Grant Administrator – **Action Item**

Vanessa Mendoza presented the above action item for approval and provided a summary of the April status report. Since the last meeting, two grants were awarded, and one denied. An award of \$25,000 from the Bank of the West was provided to the Shafter Youth Center to provide playground equipment.

Vanessa also reported that earlier today, she received notice of award for the first funding profile listed in the agenda packet, from Southern California Gas Company, in the amount of \$100,000 to build capacity for the Food Bank partner commodity sites and hosting free farmers markets.

Vanessa provided insight to the requested funds for a feasibility study for determination of a Bakersfield based Food Incubator Program, or Community Kitchen, where local vendors can rent a space to prepare their foods. If awarded, most of the funds will be allocated to the contractor performing the study. An RFP would be issued if the funding is awarded.

Ana Vigil asked some logistical questions about the Community Kitchen, but Pritika Ram reminded her that the funding request was for the feasibility study only, which will look at all components and study other models that are being practiced in other areas.

Motion was made and seconded to approve the April 2023 Application Status Report & Funding Profiles. Carried by unanimous vote (Childress/Ochoa).

c. San Joaquin Valley Air Pollution Control District AB 836 Clean Air Centers Program – Vanessa Mendoza, Grant Administrator – **Action Item**

Vanessa Mendoza presented the above action item for approval and reported that the SJVAPCD implemented Assembly Bill 836 Air Cleaners Program in 2018 to reduce indoor air pollution and improve residents health in the San Joaquin Valley. The program also aims to create “clean air centers” where schools and recreation centers can provide a refuge during smoke events and air quality alerts. Funding is available from SJVAPCD and CAPK’s Shafter Youth Center intends to apply for that funding. Vanessa summarized the research done by SYC staff and the ability to meet the stated requirements. Vanessa also shared that this grant opportunity aligns with CAPK’s Strategic Plan Goal 2 and 2.1.

Motion was made and seconded to approve staff’s recommendation. Carried by unanimous vote (Martinez/Childress).

- d. April 2023 Head Start / State Child Development Enrollment Update & Meals Report – Robert Espinosa, PDM Administrator - **Action Item**

Carol Hendrix, Enrollment Attendance Manager presented the above action item for approval and provided a summary of the April stats.

Ana Vigil said she was happy to see the male involvement activity that encourages fathers to participate more.

Motion was made and seconded to approve the April 2023 Head Start/State Child Development Enrollment Update & Meals Report. Carried by unanimous vote (Ochoa/Childress).

- e. FY 2022-2023 Program Self-Evaluations (CMAP, CMIG AND CSPP) – Sylvia Ortega, Quality Assurance Administrator – **Info Item**

Sylvia Ortega presented the above info item and said that staff conducts annual reviews of the state funded programs, which gives the programs an opportunity to identify areas of improvement and create an action plan, if necessary. The programs performed the internal review and found that they are meeting all requirements.

- f. 2021 – 2025 Strategic Plan Update – Goal #1 Update, Kelly Lowery, Food Bank Administrator - **Info Item**

Kelly Lowery presented the above info item and provided updates on the progress achieved for Goal 1 and reported that a major improvement revolves around the new online ordering system for pantry partners, which has eliminated barriers previously experienced by the partners. The online ordering system has allowed CAPK to onboard new pantry partners and Kelly complimented the team for doing a fantastic job.

One of the barriers noted is that the agency pantry partners have limitations on the amount of food they can distribute due to lack of appropriate storage. If CAPK can help by utilizing our grant writing team to bring in additional funds, we can help the pantry’s store food for greater distribution.

Gina Martinez said she is very excited about the updates and the progress being made to distribute more food to the pantries.

Yolanda Ochoa asked if we are looking at funding opportunities to increase staff salaries. Kelly said he has been working to improve salary ranges for employees and hire more staff, if contract funding allows.

Kelly said the staff is doing the best they can with the available resources and the grants team continues to seek out new funding opportunities.

Yolanda Ochoa said that she cannot pick up food at the Food Bank and deliver it to the Salvation Army pantry in her area because there is no available help at the Food Bank to load her vehicle. Kelly said that he is aware of the issue and is looking into the possibility of providing deliveries to the pantries that cannot pick up from the Food Bank.

Kelly has learned that the processes we have in place now are above industry standard, now that we have online shopping for the pantries and he is happy about the progress being made, but still working hard to make additional improvements.

Gina Martinez asked how many employees are needed with the expansion. Kelly said it is more about programs than the size of the building.

**6. Committee Member Comments**

- Gina Martinez thanked the staff for their great work and said their efforts do not go unnoticed.

**7. Next Scheduled Meeting**

Program Review & Evaluation Committee  
12:00 pm  
June 14, 2023  
5005 Business Park North  
Bakersfield, CA 93309

**8. Adjournment**

The meeting was adjourned at 1:08 pm.





## **April 2023 Program Monthly Reports**

PRE Committee May 2023



## **Housing and Supportive Services**

Coordinated Entry Services

M Street Homeless Navigator Center

CalAIM - Homeless Services (N/A)

**Community Action Partnership of Kern  
Monthly Report 2023**

<b>Month</b>	April-23	<b>Program/Work Unit</b>	Coordinated Entry Services (CES)		
<b>Division/Director</b>	Rebecca Moreno	<b>Program Manager</b>	Joseph Aguilar		
<b>Reporting Period</b>	January 1, 2023 - December 31, 2023				
<b>Program Description</b>					
Coordinated Entry Services (CES) is the system to assist communities in ending homelessness by providing a clear and systematic pattern for helping individuals to quickly access the most appropriate services available through standardized access, a standardized assessment process, and a coordinated referral (match) process for individuals to preventions, housing, and/or other related services. The following counties are currently being served by CAPK CES, Kern County.					
<b>Homeless Referrals/Assessments (SRV 7c)</b>	<b>Month</b>	<b>YTD</b>	<b>YTD Goal</b>	<b>Month Progress</b>	<b>Annual Progress</b>
Kern County	1,662	4,852	14,000	36%	35%
<b>Total Calls</b>	<b>1,662</b>	<b>4,852</b>	<b>14,000</b>		
<b>Pending Assessments</b>	<b>Month</b>	<b>YTD</b>	<b>YTD Goal</b>	<b>Month Progress</b>	<b>Annual Progress</b>
Kern Pending contact/call back	0	0	15	0%	0%
<b>Performance: Number of applicants who received a response within 24 Hours</b>	<b>Month</b>	<b>YTD</b>	<b>YTD Goal</b>	<b>Month Progress</b>	<b>Annual Progress</b>
Kern County	1,533	4,337	11,000	42%	39%
<b>Explanation (Over/Under Goal Progress)</b>					
<b>Program Strategic Goals</b>		<b>Progress Towards Goal</b>			
1. Make CES more accessible for rural and non-shelter homeless individuals		CES has set connection to homeless response system through Lake Isabella and Shafter School			
2. Increase staff recruitment and retention.		Continued conversations with Human Resources on staff recruitment and retention.			
3. Build provider network support with KHS-CES		KHS and CES continue to work on building up case load and program enrollments			
<b>Program Highlights</b>					

**Community Action Partnership of Kern  
Monthly Report 2023**

Month	April-23	Program/Work Unit		M Street Navigation Center		
Division/Director	Rebecca Moreno		Program Manager	Laurie Hughey		
Reporting Period	January 1, 2023 - December 31, 2023					
Program Description						
CAPK operates the 147-bed homeless Low Barrier Navigation Center in partnership with the County of Kern. This 24-hour shelter offers housing, meals and an array of mental health, medical care and economic resources to unsheltered individuals with pets and partners.						
Shelter Services		Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) (FNPI 4a & SRV 7b, SRV 4m)		124	517	1,000	37%	52%
Total Clients Served		236	898	2,400	30%	37%
Pets (i.e., kennel, emotional support assistance and service pet)		7	28	100	21%	28%
Residents Under 90 days length of stay		75	316	700	32%	45%
Exits to Permanent Housing (FNPI 4b)		7	52	100	21%	52%
Exits-Self		16	70	150	32%	47%
Exits-Involuntary		96	284	700	41%	41%
Case Management Services (SRV 7a)		524	2,436	8,000	20%	30%
Critical Incidents		37	121	250	44%	48%
Shelter Residents Meals (SRV 5ii)		6,072	24,742	60,000	30%	41%
Number of Volunteers (duplicated)		90	328	100	270%	328%
Volunteers Hours (duplicated)		393	1,358	1,500	79%	91%
Safe Camping		Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served (SRV 7b)		76	321	500	46%	64%
Current client census		43	208	300	43%	69%
Meals (SRV 5ii)		2,793	11,329	15,000	56%	76%
Pets		14	65	75	56%	87%
Clients moved to Shelter (SRV 4m )		3	5	50	18%	10%
Exits to Permanent Housing (FNPI 4b)		2	11	40	15%	28%
Exits-Self		3	17	50	18%	34%
Exits-Involuntary		20	58	75	80%	77%
Critical Incidents		8	22	100	24%	22%
Safe Parking		Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served		6	28	50	36%	56%
Current client census		6	28	50	36%	56%
Clients moved to Shelter (SRV 4m )		0	0	25	0%	0%
Explanation (Over/Under Goal Progress)						
Safe parking, the clients are self resolving and not wanting M Street or Safe Camp.						

**Community Action Partnership of Kern  
Monthly Report 2023**

Program Strategic Goals	Progress Towards Goal
1. Number of clients participating in job training program, (i.e. Project Hire-Up, financial Literacy, Recycling Lives, Open Door Network)	Three clients participating in this next Project Hire-Up cohort, 6 completed the Financial Literacy classes with Chase Bank. 11 clients working in various jobs out in the community, and one client attending CSUB, and one attending UEI
2. Increase job retention/recruitment at M street by (1) developing jo descriptions that accurately reflect job performance and (2) regrading/classification of job descriptions.	There are 4 remaining job descriptions that need to be repointed Custodian, Volunteer Coordinator, Program coordinator and Transport Driver. Director of Housing and Supported Services will be presenting those job descriptions at the next Personal Committee meeting on 5/10/23
3. Amend M Street policy & procedure manual, intake packet post Covid.	The M Street packets have been submitted for review, still under corrections from leadership. PA is reviewing the P & P's to make adjustments for current program procedures.
4. Increase the number of clients who transition to permanent housing by 15% from the prior year (2022 - 99) to 114 clients.	7 clients were housed during the month of April. which brings the total to 52 for M Street and 11 for Safe Camp.

**M Street Navigation Center - Client Demographic Information**

Race Demographic	Month
18 - 24	21
25 - 34	53
35 - 44	61
45 - 54	54
55 - 61	26
62+	21
<b>Total:</b>	<b>236</b>

Race Demographic	Month
American Indian or Alaska Native	9
Asian	3
Black or African American	47
Native Hawaiian or Other Pacific Islander	3
White	165
Multiple races	7
Client Don't know / Refused	2
No Answer	
<b>Total:</b>	<b>236</b>

Gender	Month
Female	106
Male	129
Trans Female (MTF or Male to Female)	-

Zip Code	Month	Zip Code	Month
93301	47	92410	1
93304	29	93263	1
93305	26	93268	1
93306	15	93280	1
93307	18	93283	1
93308	28	93285	1
93309	7	45426	1
93311	2	97224	1
93312	2	93203	1
93313	4		
93314	3		
90212	1		
93206	1		
92234	1		
95307	1		
93215	1		
93240	3		
93241	1		
90056	1		
93250	1		
93501	1		
Not specified	34		
<b>Total</b>			<b>236</b>

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Trans Male (FTM or Female to Male)	1
Gender Non-Conforming (i.e. not exclusively male or female)	-
Client doesn't know	-
Client refused	-
No Answer	-
<b>Total:</b>	<b>236</b>

**Safe Camping - Client Demographic Information**

Race Demographic	Month
18 - 24	2
25 - 34	17
35 - 44	23
45 - 54	21
55 - 61	8
62+	5
<b>Total:</b>	<b>76</b>

Race Demographic	Month
American Indian or Alaska Native	1
Asian	1
Black or African American	10
Native Hawaiian or Other Pacific Islander	-
White	63
Multiple races	1
Client Don't know / Refused	-
No Answer	-
<b>Total:</b>	<b>76</b>

Gender	Month
Female	34
Male	42
Trans Female (MTF or Male to Female)	-
Trans Male (FTM or Female to Male)	-
Gender Non-Conforming (i.e. not exclusively male or female)	-
Client doesn't know	-
Client refused	-
No Answer	-
<b>Total:</b>	<b>76</b>

Zip Code	Month	Zip Code	Month
93301	4	93560	
93304	3	92675	
93305	15	94964	
93306	4	93263	
93307	6	93280	
93308	14	93283	
93309	5	89121	
93313	2	45426	
93215	1	97224	
92344	1		
93238	1		
93556	1		
95127	1		
93280	1		
58801	1		
75014	1		
Not specified	15		
<b>Total</b>			<b>76</b>

**Program Highlights**

Two clients moved into permanent supportive housing this month.



## **Health and Nutrition Services**

Cal-Fresh Health Living Program

Food Bank

Migrant Childcare Alternative Payment

Women, Infant, and Children

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Month	April-23	Program/Work Unit	CalFresh Healthy Living		
Division/Director	Susana Magana	Program Manager	Alan Rodriguez		
Reporting Period	January 1, 2023 - December 31, 2023				
Program Description					
The CalFresh Healthy Living (CFHL) program, Funded by the USDA and administered by CDSS, improves the nutritional health of low-income Kern County residents by providing access to nutrition education, physical activity education, and leadership within community collaboratives that focus on health and nutrition. The program does this by providing Direct Education classes, Indirect Education materials and resources, and Policy Systems and Environmental Changes (PSE's). CFHL has 3 subcontractors that assist in carrying out the goal of educating the student population.					
Supplemental Nutrition Assistance Program-Education(SNAP-Ed) eligible participants, receiving Nutrition Education 10/1/2022-9/30/2023 (FNPI 5a) (SRV 5ff).	Month	YTD	YTD Goal	Month Progress	Annual Progress
Community Action Partnership of Kern (CAPK) Direct Education provided.	10	100	2,000	2%	5%
Kern County Superintendent of Schools (KCSOS) Subcontractor Direct Education provided.	520	1,850	2,000	78%	93%
Kernville Unified School District (KUSD) Subcontractor Direct Education provided.	195	448	1,000	59%	45%
Lamont Elementary School District (LESD) Subcontractor Direct Education provided.	158	832	1,000	47%	83%
Complete the Healthy Food Pantry Assessment Toolkit (HFPAT) to identify potential growth opportunities for 6 different food pantries.	1	2	6	50%	33%
Cumulative Indirect Education: Indirect education, for SNAP-Ed purposes, is defined as the distribution or display of information and resources which involve no participant interaction with an instructor or multimedia.	2729	7,133	30,000	27%	24%
Explanation (Over/Under Goal Progress)					
In April 2023, less Direct Education resulted as Taft College rescheduled classes for the month of May due to scheduled conflicts from Taft College and Wasco Library had zero participants for 1st and 2nd class which resulted classes to be post poned for Summer 2023. CFHL continued indirect education with local Food Distribution sites and community outreach events with resulted in 1,379 resources provided. CFHL onboarded new Health Educator in April and is on track with training to start giving nutrition classes in July. All other Health Educators focused on ToPs Facilitation Method training to learn how to effectively facilitate meetings with partners and action plan Community Events and Policy, System, Environment (PSE) changes such as NPP.					
Program Strategic Goals		Progress			



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Minimize staff turn-over and become fully staffed.	The CFHL team has onboarded 1 Health Educator staff in April 2023. CFHL has another Health Educator beginning employment on 5/1/2023 CFHL ran the remaining health educator positions again in April in search of 2 more Staff members. Currently CFHL is at 70% capacity with the projection of being at 80% at the end of May 2023 CFHL Coordinator will conduct interviews for the remaining positions in early to mid May 2023.
Partner with community agencies and collaboratives that are SNAP-Ed approved, including other CAPK Programs, to increase the amount of Direct Education, Indirect Education, and PSE's which improve the opportunities for the SNAP-Ed eligible population to have healthy food choices, physical activity, and nutrition information.	In April 2023, CFHL continued Direct Education classes with Owen's Valley. CFHL has partnered with Taft College, Greenfield Resource Center, The Rio Mirada, Head Start Sterling Center and B-GLAD to begin nutrition classes next month in May 2023. CFHL also provided indirect education during community events which include Beale Library, Cal City Farmer's Market, Homeless outreach Resource Fair at the Rio Mirada, the Greenfield Health & Safety Fair, and Community Wellness Festival at Kern Health Systems. CFHL presented at the SENP Collaborative to inform about CFHL program services in an efforts to outreach and gain new partnerships for NPP, Food Insecure Screenings at Healthcare Facilities and provide nutrition education classes at SNAP-eligible site locations.
Progress with assessing Food Pantries and the progress in partnering in implementing improvement measures based on the data of the Healthy Food Pantry Assessment Toolkit (HFPAT).	CFHL completed the HFPAT for First Presbyterian Food Pantry on April 27, 2023 and will begin working on new goals. CFHL has scheduled an HFPAT with CSUB on May 18th. CFHL team will continue to network to complete HFPATs with other pantries that are interested in transforming their pantry to a client-choice and trauma-informed model.
Creative a new Food Pantry Collaborative in Kern County where Pantries can collaborate, plan, and discuss ideas to improve services and strategically plan for encouraging Nutrition based decisions for clients.	Kern County Food Pantry Collaborative (KCFPC) held its second meeting on April 10, 2023 with a total of 18 participants. The collaborative focused on Mission & Goal Strategy, featured presentation on Food Recovery, Recent Pantry Partner Connections as a result of the first KCFPC, Current NPP progress, Agency Partner Conference update and the benefits of NPP client-choice model, Grant Opportunities and Resources. The following Meeting will be held in August/September 2023.
<b>Program Highlights</b>	
CFHL presented for South East Neighborhood Partnership Collaborative on April 27, 2023. CFHL was able to present on services provided throughout Kern County such as NPP, Market Match, Food Insecure Screens at Hospital/Clinic sites, Indirect resources at Food Distribution sites as well as Farmer's Markets and Direct Nutrition Classes based on five of our curriculums. From this Presentation opportunity, we connected with Gabriela Gomez Meza from GBLA, who informed us of an Agriculture group in Kern County, Young Farmer's & Ranchers who have started a new Farmer's Markets in Kern County. This may potentially lead to implementing Market Match. In May 2023, CFHL will be hosting Rethink Your Drink Statewide Day of Action at Beale Library on May 10, 2023 in an effort to educate Californians to choose water or healthier options instead of Suagry Drinks. CFHL created new partnership with Bakersfield-Greater Los Angeles on Deafness (B-GLAD) which is an underrepresented group and CFHL will be hosting a nutrition class on May 31, 2023.	

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Month	April-23	Program/Work Unit	Food Bank			
Division/Director	Health & Nutrition, Susana Magana	Program Manager	Kelly Lowery			
Reporting Period	January 1, 2023 - December 31, 2023					
Program Description						
The Food Bank provides food assistance to low-income families and individuals through a network of more than 150 agency partner distribution sites across Kern County.						
TEFAP		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served ( <i>Duplicated</i> )		51,194	196,650	500,000	31%	39%
Pounds Distributed		704,621	2,843,823	9,500,000	22%	30%
Pantry Program		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served ( <i>Duplicated</i> )		61,692	61,692	500,000	37%	12%
Pounds Distributed		196,635	1,020,921	4,000,000	15%	26%
Fresh Rescue		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served ( <i>Duplicated</i> )		16,777	69,332	150,000	34%	46%
Pounds Distributed		161,060	665,587	2,000,000	24%	33%
CSFP		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served ( <i>Duplicated</i> )		4,806	18,907	57,600	25%	33%
Pounds Distributed		153,792	605,024	1,843,200	25%	33%
Free Farmers Markets		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served ( <i>Duplicated</i> )		10,614	39,527	150,000	21%	26%
Pounds Distributed		80,425	277,544	1,000,000	24%	28%
Brighter Bites		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served ( <i>Duplicated</i> )		4,900	19,058	80,000	18%	24%
Pounds Distributed		17,307	94,876	300,000	17%	32%
Snack Attack		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served ( <i>Duplicated</i> )		175	794	2,000	26%	40%
Pounds Distributed		699	3,174	10,000	21%	32%
Community Events & Other		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served ( <i>Duplicated</i> )		23,502	91,743	300,000	24%	31%
Pounds Distributed		112,810	440,366	1,000,000	34%	44%
Totals		Month	YTD	Annual Goal	Month Progress	Annual Progress
Total Individuals Served		173,660	648,139	1,739,600	30%	37%
Total Pounds Distributed (SRV 5jj)		1,427,349	5,951,315	22,000,000	19%	27%
Volunteers (SRV 6f)		Month	YTD	Annual Goal	Month Progress	Annual Progress
Volunteers who received job skill training (e.g., paid partnership though service providers, duplicated)		32	98	250	38%	39%
Other Volunteers (i.e., general public, duplicated)		149	536	1,500	30%	36%

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Explanation (Over/Under Goal Progress)	
<p>The April numbers are down due to the transition from in-person shopping to online ordering. Agency partners are still getting used to the new system. We anticipate ordering levels to increase as their familiarity with the new system increases over time.</p>	
2023 Program Strategic Goals	Progress Towards 2023 Strategic Goals
Cultivate strong relationships with organizations working on food insecurity including the food policy council.	There was no additional progress in this area in April.
Re-configure the pantry program from on-site shopping to online ordering.	The official network-wide launch of the online ordering system occurred this month.
Create additional access points in the county by adding new pantries as well as providing night and weekend pantry access.	We added 1 pantry this month. We dismissed 2 pantries. Our total pantry partner count is: 127.
Develop a classification system for measuring, tracking and increasing the nutrition level of the food distributed.	Classification of food in nutritional categories will begin in Q4 after the completion of the expansion project.
Develop a direct to client home delivery program for emergency food assistance.	Development of this program is set to begin in Q4 after the completion of the expansion project.
Program Highlights	
<p>In April 2023, we fully executed the transition of the pantry program from in-person shopping to an online ordering model. Operationally, the transition has been as smooth as could be expected with few, minor adjustments along the way. Agency partners for the most part are adapting well. We are anticipating onboarding several new pantries in the upcoming months.</p>	

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Month	April-23	Program/Work Unit		Migrant Childcare Alternative Payment (MCAP)		
Division/Director	Susana Magana		Program Administrator	Laura Porta		
Reporting Period	January 01, 2023 to December 31, 2023					
Program Description						
The Migrant Childcare Alternative Payment (MCAP) program provides childcare subsidy to migrant, agriculturally working families. Families can apply for child care services in six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once a family is enrolled in the program, the family can migrate anywhere in California to follow agricultural work and their childcare services can continue.						
Services	Month	YTD	Goal	Month Progress	Annual Progress	
Number of Child Enrollments	445	945	500	267%	189%	
Childcare Providers (SRV 7f )	22	82	120	55%	68%	
MCAP Subsidies (SRV 7e )	Month of March processed in April	YTD	Goal	Month Progress	Annual Progress	
Provider Payments-Subsidies Expended	\$1,827,670.59	\$ 6,742,574	\$14,000,000	39%	48%	
MCAP FY 2022 / 2023 Progress	Current Month	FYTD	Goal	Month Progress	Annual Progress	
Child Enrollments	445	2438	2300	58%	106%	
Provider Payments-Subsidies Expended	\$1,827,670	\$12,388,324	\$21,500,000	26%	58%	
Explanation (Over/Under Goal Progress)						
The Migrant Childcare Program continues to make significant progress in reaching the target enrollment goals to earn our new contract amount. During the month of April 2023, our program was able to enroll a total of 445 children to receive subsidized childcare services. Currently, all program personnel is fully engaged in conducting outreach activities in all areas to effectively increase our enrollment numbers, while also seeking to enroll new childcare providers to participate in our program as this is one of the challenges we are currently facing in increasing our program participation.						
Program Strategic Goals		Progress Towards Goal				
1. Fill Staff Vacancies.		The Migrant Childcare Program has no current open positions. We are focusing on completing the onboarding process and full training of our recently hired Family Services Specialists.				
2. Staff Retention and Training		Program management is focused on providing training and support to all staff members, revising workloads, replacing old computer equipment, and vehicles to enhance work effectiveness and satisfaction.				
3. Contingency Staffing Plan & Solidify Program Growth.		We now have two family specialists in the Counties of Madera and Fresno to provide additional support to our families and achieve a reasonable and manageable workload in these counties.				

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**Program Highlights**

Our program has continued to increase our enrollment numbers. During the month of April 2023 we were able to enroll a total of 445 new children to receive services from our program accross the Central Valley. In total our program has an active enrollment of 2438 children, at the end of April. This is the highest caseload our program has reported. Program staff has been able to participate in 22 outreach events this month for this purpose.

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Month	April-23	Program/Work Unit	Women Infants & Children (WIC) Nutrition			
Division/Director	Susana Magana		Program Manager	Lorna Speight		
Reporting Period	January 1, 2023 - December 31, 2023					
Program Description						
The Women Infants & Children (WIC) program provides education, breastfeeding support and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breast feeding. CAPK WIC operates in 21 sites throughout Kern County, 5 locations in San Bernardino County, and through one mobile WIC clinic to reach hard-to-serve populations.						
Services		Month	YTD	Goal	Month Progress	Annual Progress
Caseload (SRV 5g)		13,932	13,932	14,610		95%
Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year)		13	126	268	15%	47%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)		995	995	900		111%
Outreach		Month	YTD	Goal	Month	Annual
Online Enrollment		182	729	1,500	36%	49%
WIC Presentations and Outreach Events		10	35	72	42%	49%
Publication in newspaper, television, and/or social media postings (English and Spanish)		23	97	260	27%	37%
Regional Breast Liaison (RBL)		Month	YTD	Goal	Month Progress	Annual Progress
Meet with key community stakeholders (i.e., medical managed care, hospital staff, lactation support, health care providers, other WIC agencies) in Region 24 to increase breastfeeding awareness and referrals to the WIC program, as well as share WIC digital materials and utilization.		8	40	120	20%	33%
Explanation (Over/Under Goal Progress)						

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In April, WIC began transitioning from doing all virtual appointments to seeing our Certification/Recertification appointments in-person. Our participation dropped slightly as some participants are still hesitant to come to the office in person. We are still trying to contact those who miss their in person appointments to do them by phone until the waivers from USDA end. Our RBL visited less stores this month as she was visiting stores in rural areas that required more travel. Overall we are still on target for meeting the State goal as last month more stores were visited in the urban Bakersfield.

The RBL had fewer meetings with health care providers and community members this month as she was involved with the planning committee putting on the Central Valley Lactation Conference held in Fresno on April 20th. She did however, connect with health care providers at the conference as she, along with the other RBL's in the Central Valley had an information table at the Conference.

Program Strategic Goals		Progress
Develop strategies to increase WIC retention and re-engagement with current participants		We continue to focus on re-engaging with participants have missed their recertification appointment in order to keep our participation up. Our outreach coordinator also has been attending more outreach events (since things are opening up post covid).
Program Highlights		



## **Youth and Community Services**

East Kern Family Resource Center

Oasis Family Resource Center

Energy, Weatherization, and Utility Assistance

Friendship House Community Center

Shafter Youth Center

Volunteer Income Tax Assistance



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Month	April-23	Program/Work Unit	East Kern Family Resource Center (EKFRC)			
Division/Director	Youth & Community Services	Program Manager	Anna Saavedra			
Reporting Period	January 1, 2023 - December 31, 2023					
Program Description						
East Kern Family Resource Center (EKFRC) is a regional resource center based in Mojave, Ca. The EKFRC assists individuals and families from the desert and Tehachapi Mountain communities. The primary focus is on referred families with children who are at risk of abuse and neglect, and families unprepared to enter kindergarten successfully. The EKFRC also assists walk-in clients with basic needs, clothing, faxing/copying services, HEAP applications and referrals.						
Differential Response		Month	YTD	Annual Goal	Month Progress	Annual Progress
DR Referrals - Received from DHS		20	108	125	48%	86%
Case Management-Families (SRV 7a)		7	16	50	42%	32%
Case Management-Children (SRV 7a)		30	48	125	72%	38%
Differential Response Total		57	172	300	57%	57%
First 5		Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)		2	7	30	20%	23%
Children Receiving Case Management Services (SRV 7a)		3	9	30	30%	30%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)		4	4	10	120%	40%
Children Educational Center Base Activities (FNPI 2b)		1	3	30	10%	10%
Children Educational Home Base Activities (FNPI 2b)		3	8	30	30%	27%
Children Summer Bridge Activities (FNPI 2b)		0	0	15	0%	0%
Family Support Services for non-clients with children 5 and under		28	76			
Collaborative Meetings Participated		1	4	12	25%	33%
First 5 Total		42	111	157	34%	71%
Walk-In Community Services (Duplicated Clients & Case		Month	YTD			
Food Assistance		114	456			

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House Hold Items	10	40
Hygiene Kits	20	43
Referrals	45	148
Emergency Clothing	58	204
Administrative Services & Copies	717	1,622
Transportation Services	3	15
Education Supplies	10	33
Covid - 19 Supplies	22	43
Baby Supplies	25	68

**Explanation (Over/Under Goal Progress)**

The Summer Bridge Program is currently underperformed because the students do not participate in the program until the month of June. We currently are enrolling student into the program.

<b>Program Strategic Goals</b>	<b>Progress Towards Goal</b>
1. Find additional funding.	We are currently waiting to receive a Kern County contract in order to provide Homeless services in East Kern County.
2. Participate in community events.	We participated a community event establish by CAPK in California City.
3. Expand our reach across the East Kern Communities.	We continue to provide UA services and outreach information at the Salvation Army office located in Tehachapi.

**Program Highlights**

We are currently working on a lease agreement to relocate the East Kern Family Resource Center into a larger building down the street from our current location.

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Month	April-23	Program/Work Unit		Oasis Family Resource Center	
Division/Director	Fred Hernandez	Program Manager		Eric Le Barbe	
Reporting Period	January 1, 2023 - December 31, 2023				
Program Description					
The Oasis Family Resource Center provides resources, education, and crisis assistance to individuals, families, and children in Ridgecrest and surrounding communities. They focus on providing case management and educational support to families to build resilience					
First 5 Kern (Unduplicated Services)	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Parents Receiving Case Management Services (SRV 7a)	0	7	30	0%	23%
Children Receiving Case Management Services (SRV 7a)	0	8	30	0%	27%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	7	10	0%	70%
Children Educational Home Base Activities (FNPI 2b)	1	6	15	20%	40%
Children Summer Bridge Activities (FNPI 2b)	0	0	10	0%	0%
Family Support Services for non-clients with children 5 and under	14	58			
First 5 Total	15	86	95	47%	91%
Walk-In Community Services (Duplicated & Non First 5 Kern Clients)	Month	YTD			
Food/Household Items (SRV 7c )	86	315			
Household Items (SRV 7c )	101	406			
Baby Supplies	63	253			
Referrals/Administrative Services (SRV 7c)	60	236			
Court Mandated Correspondence	14	31			
Emergency Clothing (SRV 7n)	15	66			
Copies	15	62			
Educational Supplies	16	45			
Transportation Assistance (SRV 7d )	19	67			
COVID-19 Supplies (SRV 5oo)	5	62			
Total Community Services	394	1543			
Explanation (Over/Under Goal Progress)					
The First 5 Kern numbers may appear to be low in April but the Oasis FRC has already met or exceeded all the F5K fiscal year 2022-2023 goals as reporting is from July 2022 to June 2023. Goals are met with 30 parents and 39 children being case managed in current fiscal year.					
Program Strategic Goals		Progress Towards Goal			
1. Offer Court Mandated Nurturing Parenting Class every other quarter.		Nine students graduated from the Court Mandated Nurturing Parenting class in April. The class will be offered again this fall.			

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<p>2. Apply for three funding opportunities that would help extend range of services outside First 5 clients for under served families (Parenting, Children 6-18, seniors, and homeless individuals).</p>	<p>The Oasis FRC Received \$5109 of educational supplies from Care for Kids in April. The Oasis was also awarded \$3500 from First 5 Kern for their next baby shower. A grant application to Bank Of America for the Neighborhood Champion program was submitted this month. A letter of intent was also submitted with Planned Parenthood for future funding.</p>
<p>3. Participate in community outreach activities to promote CAPK &amp; Oasis FRC services and seek donations from local business partners (in-kind and monetary).</p>	<p>Kelly Lowery hosted a first Emergency Food Bank Collaborative meeting at Cerro Coso Community College with several community partners who distribute food in the greater Ridgecrest area. The CAPK Community Development Team hosted a Community engagement meeting in California City that was well attended from many partners from the East Kern Community.</p>
<b>Program Highlights</b>	
<p>The Oasis Family Resource Center provided community services to a total of 172 families in the month of April 2023. The Oasis FRC is planning its 2023 Summer Bridge program and several children are already enrolled.</p>	

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Month	April-23	Program/Work Unit		Energy & Utility Assistance	
Division/Director	Fred Hernandez		Program Administrator	Wilfredo Cruz Jr.	
	January 1, 2023 - December 31, 2023				
Program Description					
The Energy Program assists income-eligible Kern County residents with utility bill payment, free weatherization, and energy education at no cost to the participant. Weatherization services include weather stripping; repair or replacement of windows and doors, heating/ cooling appliances, stoves, refrigerators, and more.					
Low-income Home Energy Program (LIHEAP) 2022 Ends December 2023	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	42	42		0%	100%
Utility Payments	\$ 63,947	63,947		0%	100%
Households Served - Weatherization	21	64	64	98%	100%
American Rescue Plan Act (ARPA) 2021 Ends September 2023	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	475	1,973	2,000	71%	99%
Utility Payments	\$ 653,643	2,091,234	\$ 2,565,058	76%	82%
Low-Income Household Water Assistance Program (LIHWAP) 2021 Ends September 2023	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	119	362	2,000	18%	18%
Utility Payments	\$ 97,621.00	\$248,260	\$1,972,332	15%	13%
Low-income Home Energy Program (LIHEAP) 2023 Ends June 2024	Month	YTD	Goal		
Households Served - Utilities Assistance	332	813	1,900	52%	43%
Utility Payments	\$ 338,103	1,054,991	\$ 2,587,322	39%	41%
Households Served - Weatherization	0	0	106	0%	0%
Totals	Month	YTD	Goal	Month Progress	Annual Progress
Total Households Served - Utility Assistance (FNPI 4z, SRV 4i, SRV 7b)	968	3,190	5,900	49%	54%
Total Utility Payments	\$ 1,153,314	3,458,432	\$ 7,124,712	49%	49%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)	21	64	170	37%	38%
Explanation (Over/Under Goal Progress)					
- We received supplemental UA funding for LIHEAP 2022 (\$63,947) - 2023 LIHEAP weatherization - will commence in May as 2022 LIHEAP has been fully expended this month					
	Progress Towards Goal				
1) Fully implementing online client self-application for Utility Assistance	Currently in process of testing self-application system. <input type="checkbox"/>				
2) Become fully staffed and trained in Weatherization and Utility Assistance	Wx - 90% staffed, 85% trained UA - Fully staffed, 65% trained (influx of temp employees)				
3) Fully expend 2022 LIHEAP and 2021 ARPA contracts by end of contract dates	2022 LIHEAP almost fully expended, 2021 ARPA in process				
Program Highlights					
1) Signed marketing contract with Hey Salty for big LIHWAP marketing push - work is underway 2) Fully expended UA/WX LIHEAP 22 funds ahead of schedule 3) Accepted new contract for program - 2023 (Emergency Supplemental Low Income Home Energy Assistance Program) ESLIHSEAP					

**Community Action Partnership of Kern  
Monthly Report 2023**

Month	April-23	Program/Work Unit		Friendship House Community Center (FHCC)			
Division/Director	Fred Hernandez		Program Manager	Lois Hannible			
Reporting Period	January 1, 2023 - December 31, 2023						
Program Description							
Located in Southeast Bakersfield, the program serves children, adults, and families through after-school, summer and mentor programs, nutrition education, sports, access to social services, and more.							
Youth Programs	Current Enrolled	Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress	
Youth Mentoring (FNPI 2c.2., FNPI 2c.3, SRV 2p) Reporting ends June 30, 2023	42	0	42	100	0%	42%	
Summer Program (Max Capacity due to COVID) (SRV 2m)		TBD	N/A	35	N/A	N/A	
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)	16	5	16	50	30%	32%	
Medi-Cal Outreach		Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress	
Social media emails and impressions		2807450	5031166	7,000,000	120%	72%	
Canvassing phone calls and flyers		690	4743	10,000	21%	47%	
Explanation (Over/Under Goal Progress)							
The CAPK Medi-Cal program's extensive outreach campaign, which includes numerous billboards and GET bus ads was successful, and is thus being extended. This campaign has helped to drastically increase the number of impressions reached through these outreach efforts.							
Program Strategic Goals		Progress					
Plan and facilitate Friendship House (FHCC) Advisory Board fundraising event to benefit the Friendship House .		FHCC Advisory Board is planning a, Passport to Success," fundraiser for October 5, 2023.					
Recruit and secure staffing for the Friendship House.		FHCC is fully staffed.					
Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House.		The Positive Youth Development Mentor Program & the Health Navigator Medi-Cal program have been renewed for FY 2023/24. Also, the FHCC was awarded a California Coastal Commision grant.					
Program Highlights							
CAPK Friendship House Community Center will be offering a free Summer Program, which starts June 5th. The program will offer exciting activities for those ages 6 and older, which includes STEM, recreational activities, group games, sports, educational enrichment, mentor services, arts & crafts, fieldtrips, free breakfast and lunch, and more.							

**Community Action Partnership of Kern  
Monthly Report 2023**

Month	April-23	Program/Work Unit			Shafter Youth Center (SYC)		
Division/Director	Fred Hernandez			Program Manager	Angelica Nelson		
Reporting Period	January 1, 2023 - December 31, 2023						
Program Description							
The Shafter Youth Center (SYC) serves children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.							
Youth Programs		Current Enrolled (duplicated)	Month (unduplicated)	YTD (unduplicated)	Goal	Month Progress	Annual Progress
Summer Program starting in June (Max Capacity due to COVID) (SRV 2m) June/July		NA		0	40	0%	0%
After School Program Enroll (FNPI 2c &SRV 2l) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)		22	1	24	35	9%	69%
Community Programs			Month				
Dignity Health Mental Health Project, Adult Basketball, Energy Program (Utility Assistance), VITA Tax Assistance, Fitness Boot Camp and Girl Scouts, New Citizenship Classes			9 groups				
Outreach Activities			Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates)			2	6	6	100%	100%
Community Events (i.e., diaper, food, PPE distributions)			1	2	6	50%	33%
Dignity Health Mental Health (Spanish) meets 1x per month in person; Adult basketball 4 per week; Energy Program hosts appointments 1x per month; Fitness Boot Camp meets 2x per week; Girl Scouts meet 2x per month; VITA Tax service by CAPK were 2x in April; Service Clubs/Chamber of Commerce used for meetings this month. Citizenship classes are new this month. 2 students currently being served.							
Program Strategic Goals			Progress				
1. Increase youth program registration as COVID restrictions ease up while maintaining a safe environment.			Registration is increasing as families are looking for Summer activities				
2. Increase attainment of program funding to provide larger variety of program offerings.			Funding resources have increased in the last month as we are looking for funding to complete our playground.				
3. Increase community engagement, including volunteers, social media, program participation.			Volunteers are starting to seek out SYC for opportunities				
Program Highlights							
SYC was host to the recent Community Needs Assessment, addressing the needs of Shafter and the surrounding communities.							

**Community Action Partnership of Kern  
Monthly Report 2023**

Month	April-23	Program/Work Unit	Volunteer Income Tax Assistance (VITA)			
Division/Director	Fred Hernandez		Program Manager	Jacqueline Guerra		
Reporting Period	January 1, 2023 - December 31, 2023					
Program Description						
VITA offers no-cost tax preparation and e-filing for low and moderate-income individuals and families. VITA also assists eligible clients to take advantage of the Earned Income Tax Credit (EITC), increasing their tax return and boosting the local economy. All VITA services are provided by IRS-certified staff and volunteers.						
Completed Tax Returns (SRV 3o) 10/01/2022 to 09/30/2023		Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal		1,289	5,732	6,000	64%	96%
State		1,304	5,713	6,000	65%	95%
Refunds and Credits (SRV 3o) 10/01/2022 to 09/30/2023		Month	YTD			
Federal Refunds		\$664,082	\$3,080,983			
State Refunds		\$334,162	\$1,067,650			
Federal EITC (income limit \$57,414/household)		\$418,900	\$1,942,727			
CalEITC (income limit \$30,000/household)		\$136,313	\$435,421			
Total Refunds and Credits		\$1,553,457	\$6,526,781			
Individual Taxpayer Identification Number (ITIN) (SRV 3o) 10/01/2022 to 09/30/2023		Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Applications (New/Renewal)		35	129	65	81%	198%
Explanation (Over/Under Goal Progress)						
Tax season was extended until Oct 16, 2023. During mid April, the season does slow down and we begin to assist clients who received letters from IRS and FTB that they need assistance in responding to. We also begin to assist with all amendments and prior year tax returns during this time and through October.						
Program Strategic Goals			Progress Towards Goal			
Continue to build relationships in rural communities in order to reach more clients			Sites were extended until June in the following areas: McFarland, Wasco, Taft, Ridgecrest and Mojave.			
Program Highlights						
Edmundo Espinosa, an ITIN recipient, recently received \$1127 from the California Earned Income Tax Credit (CALEITC). (Being eligible for CalEITC means he worked for his money and earned \$30,000 during 2022.) With a responsible and forward-thinking mindset, Edmundo recognizes the importance of financial preparedness. Rather than spending the money impulsively, he has made the decision to save it for a rainy day. Edmundo's choice to save the CALEITC funds for a future emergency brings him peace of mind and financial security. Having struggled in the past without a safety net to fall back on, he is extremely grateful for the extra help and the opportunity to build a financial cushion. -Delano, California taxpayer						





## **Operations**

Data Services

Facilities & Maintenance

Information Technology

Risk Management

**Community Action Partnership of Kern  
Monthly Report 2023**

Month	April-23	Program/Work Unit	Operations Division	
Division/Director, Assistant Director	Emilio Wagner Director of Operations, Maria Contreras Assistant Director	Program Managers	Douglas Dill, Ryan Dozier, Laurie Sproule, Kenneth Lawrence	
Reporting Period	January 1, 2023 - December 31, 2023			
Division Description				
Facility repair and maintenance, information technology, risk insurance, and facility planning.				
Data Services				
Activity	Requested	In-Progress	Processed	Processed YTD
Dynamic 365 Fixes	0	0	0	0
Dynamic 365 Enhancements	0	0	0	0
Projects				
Universal Intake		Develop intake for programs that don't have an electronic process.	60%	60%
Contract Management System		Track and manage contracts within the Agency	90%	90%
In-kind Management		Application is used to track the total number of in-kind hours with built in automation. This application will eliminate the current paper process.	70%	70%
CalAIM - KHS		New grant form Kern Health Systems for the CALAIM funding. IS part is to generate flat files used to data upload and verifying SFTP is working correctly.	85%	85%
M Street Services Check in		Project is used to track the many paper processes involving giving meals, showers, and other items at the M Street facility	85%	85%
Feeding America Service Insights Project		Effort to digitize the intake process for our Food Bank and partner sites.	20%	20%
Facilities				
Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	286	501	323	1174
Construction Projects				
Head Start Expansion		Harvey Hall, Pete Parra, Sterling, & Martha Morgan	100%	
Food Bank Expansion		Access Road & Site Utilities	84%	
Major Maintenance Projects				
Oasis Renovation			15%	
Angela Martinez			15%	
Stockdale HS			80%	

**Community Action Partnership of Kern  
Monthly Report 2023**

Navigation Center Shade Structures			5%	
Playgrounds		Sterling, Angela Martinez, Pete Parra EHS	60%	
Information & Technology				
Activity	Requested	In-Progress	Processed	Processed YTD
Help Desk Work Orders	285	124	256	1107
Information & Technology Projects				
Description		% Completed	Comments	
SJC WIFI Replacement		80		
SJC Firewall Replacement		100		
Head Start Expansion		60		
Risk Management				
Workers Compensation Claims	Reported		Reported YTD	
For Report Only	7		23	
First Aid	0		6	
Medical	0		4	
Modified Duty	3		4	
Lost Time	0		0	
Under Invest / Non-Ind / Students / Parents / Volunteers / Clients	2		5	
Property	1		3	
Vehicle Incident / Grand Theft Auto	1		3	
Motor Vehicle Accident	1		5	
Work Place Violence / ODs / Death	1		2	
Total	16		55	
Program Strategic Goals		Progress Towards Goal		
Develop a facility deferred maintenance program.	Initiated planning discussion for new work order system. The system will be designed to capture all deferred maintenance of facilities, incorporate associated budgets, and schedule remediation.			
Develop and implement a Data Governance	TBD			
Enhance customer experience —measured	TBD			
Program Highlights				



## **Community Development**

Grant Development

CAPK Foundation

Outreach & Marketing

2-1-1 Kern Call Center

Community Schools Partnership Program (CSPP)

**Community Action Partnership of Kern  
Monthly Report 2023**

Month	April-23	Program/		Community Development Division		
Division/Director	Pritika Ram		Program Manager			
Reporting Period	January 1, 2023 - December 31, 2023					
Program Description						
The services under the Executive Division range from fund and grant development/research to outreach and media/public relations, as well as new business development. This includes project management of agency level initiatives, such as the 2021-25 Strategic Plan and CAA-related plans, and special projects.						
Outreach Social Media		Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions		23,465	102,057	230,000	31%	44%
Facebook Impressions (i.e., number of times users see content)		64,000	357,955	600,000	32%	60%
Other Social Media Impressions		10,368	58,917	150,000	21%	39%
Outreach Advocacy		Outreach Special Projects				
Met with Senator Hurtado's and Senator Grove's Office to Discuss CAPK initiatives		Assisted CAPK Food Bank with promotion of Easter Food Drive at the Valley Plaza				
Attended the CALCAPA Legislative Day in Sacramento		Assisted grants team with the promotion and logistics of CNA community meeting in Shafter and Cal City				
Met with Assemblymember Fong and Assemblymember Bains to discuss CAPK initiatives		Assisted with the wipfli staff visit				
Prepared talking points and did research for all the above meetings		Worked on the creation of the community school partnership program logo				
		Assisted the Foundation on the promotion of Give Big Kern Day				
		Preparing and assisting BC with staff graduation for applied leadership cohort				
Grants In Progress/Research		Projects				
CDFA - Community Resilience Grant. Microgrid and emergency response for the Friendship House Community Center (FHCC) in partnership with City of Bakersfield.		Strategic Plan Goal 1 - Food Insecurity Assessment - In progress. The surveys went out to pantry sites to collect their feedback on access and affordability. Expected Completion by June 2023.				
Strategic Growth Council - Transformative Climate Communities (TCC) Round 5. Research viable projects , including Food Hub/Incubator and home weatherization and solar installations in the Southeast Bakersfield area. Grant is led by the City of Bakersfield.		Community Economic Resilience Fund Program (CERF) and the Kern Coalition continues to meet weekly to plan for the upcoming contract.				
Research and Planning for upcoming RFP from the County of Kern on the Supportive Services Village in North Bakersfield.		Homeless Rapid Response Planning				
Community Services Block Grant (CSBG)		Process Improvement (i.e., ROMA, PCDD)				
Re-submission of CSBG 2022 Annual Report (4/7/2023).		ROMA - Phase III has been completed and the cohort is now working on the final exam. Their due date for the exam is 2/17.				
Foundation						
Attended weekly Friendship House Mixer Meeting. Developed Sponsor Agreement		Completed set up & prepared for Give Big Kern. Held meetings with Oasis & East Kern to finalize fundraising				

**Community Action Partnership of Kern  
Monthly Report 2023**

Completed Webinar on Planned Giving	Secured Christmas donations from Wonderful for Youth Centers
Created Valley Strong Huggy Heart Flyers	Attended BARC dinner
Presented overview of CAPK Huggy Heart Campaign to Valley Strong Branch Managers	Met with prospective Board Member Lillian Brust
Met with M Street to discuss donation process	Processed donations and sent thank you letters for March
Completed migration of data from Donor Perfect to Aplos	Sent introduction letter of Foundation & update to current monthly donors
Participated in Wipfli visit with partnering organizational leaders	
Program Strategic Goals	Progress Towards Goal
1. Customer Relationship Management Projects, including Volunteer Management, inter-agency Referral Management, and contract management.	This project is active. Currently, staff is in the process with the technology consultant on complete client demographic information for 2022.
2. Increase grant development and marketing activities, which are aligned with the 2021-25 Strategic Plan.	Staff continue to meet weekly to discuss Goals 1-6. Progress on Goal 1, 4, 5, and 6 continues and others are in the development phase.
3. Agency-level adoption of Results Oriented Management & Accountability (ROMA) and Patient-Centered Data Driven Principles to programmatic and operational use.	As mentioned above, one (1) staff is ROMA Implementer certified and a cohort 2 has completed ROMA certification, and cohort 3 will be starting in Sept 2023.
Program Highlights	
Staff was able to on-board new Governing Board members as well as Foundation Board members.	

**Community Action Partnership of Kern  
Monthly Report 2023**

Month	April-23	Program/Division		2-1-1 Call Center Program		
Division/Director	Pritika Ram		Program Manager	Sabrina Jones-Roberts		
Reporting Period	January 1, 2023 - December 31, 2023					
Program Description						
The 2-1-1 Kern is a 24/7 information and referral service that provides local residents with comprehensive information and links to community health and human services at no cost. The 2-1-1 Kern has a database of 1,500 social service agencies that are available to the public through the 2-1-1 Kern Online Resource Directory at www.211KernCounty.org. The program has over 15 years of experience in providing and linking community members to vital services, and currently serves multiple communities in the Central Valley including Kings, Tulare, Stanislaus, Fresno, and Madera through the United Way partnerships.						
Most Requested Services	Cal Fresh		Homeless Programs		Food Pantries	
Top 3 Unmet Needs	Utility Payment Assistance		Rent Payment Assistance		Homeless Shelter	
Information and Referral Services Calls Handled		Month	YTD	Annual Goal	Month Progress	Annual Progress
Kern County (SRV 7c)		4,301	17,125	90,000	14%	19%
Kings County (SRV 7c)		203	1,066	4,000	15%	27%
Tulare County (SRV 7c)		734	3,406	18,000	12%	19%
Stanislaus County (SRV 7c)		797	3,340	19,200	12%	17%
Fresno & Madera		2,568	8,886	20,000	39%	44%
Merced & Mariposa (effective March 2022)		101	403	500	61%	81%
Total I&R Calls Handled		8,704	34,226	151,700	17%	23%
Staffing vs. Call Volume				Current Staff	Staff Needed Per Call	Staff Over/ Short
2-1-1 staff designated for calls handled across all counties contracts with the expectation of 42 calls per staff for an 8-hour shift.				9	20.8	(11.80)
Grant Funded Services		Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 7b & SRV 7c)		4	27	300	16%	9%
Medi-Cal Application (SRV 7b & SRV 7c)		2	11	100	24%	11%
First 5 Help Me Grow (HMG) Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)		35	130	300	140%	43%
2-1-1 Website Visitors		Month	YTD	Annual Goal	Month Progress	Annual Progress
Duplicated Visitors (i.e., accessing 2-1-1 e-services and database resources)		15,236	82,735	225,000	81%	37%
Other Calls		Month	YTD	Annual Goal	Month Progress	Annual Progress
LIHEAP (SRV 7b & SRV 7c)		3,982	19,717	45,000	106%	44%
Mental Health (SRV 7c)		311	1,350	3,700	101%	36%
Health and Human Service Referrals		7,802	23,897	110,000	85%	22%
Total Other Services		12,095	44,964	158,700	91%	28%

**Community Action Partnership of Kern  
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Explanation (Over/Under Goal Progress)	
2-1-1 consistently aims to meet or exceed annual goals for all counties. The program has experienced a high call volume attributed to callers request for tax preparation services. Although Kern, Kings, Tulare and Stanislaus are under the annual goal, the call handling service continues to be a necessity for those counties.	
Program Strategic Goals	Progress Towards Goal
1. Recruitment and Retention of staff <input type="checkbox"/>	2-1-1 is actively recruiting for 6 Information & Referral Specialists with the assistance of a Staffing Agency. The program has onboarded 4 Individuals on 4/10/2023 as temporary employees from the staffing agency. The program offers database support, schedule accommodations, basic technical assistance and opportunities to recognize special occasions for existing employees to align with its overall objective of staff retention.
2. Contract Retention	2-1-1 continues to maintain communication between its partners and contract grantors with an objective to discuss progress and meet objectives, deliverables, and goals. The program is consistently working on meeting the reporting expectations of all funding sources and maintaining a trusting relationship to strengthen the opportunity for existing contracts to be retained.
Program Highlights	
2-1-1 had its monthly meeting with a partner to discuss progress in call handling, the partners expressed the desire to allow the program to continue with recruitment efforts to build staffing capacity to manage call volumes. 2-1-1 connected with its telephony servicer to update the phone announcements to encourage callers to access the website for resource information.	



**Community Action Partnership of Kern  
Monthly Report 2023**

<b>Month</b>	April-23	<b>Program/Work Unit</b>	Community School Partnership Program		
<b>Division/Director</b>	Pritika Ram	<b>Program Manager</b>	Que'Mesha Banner		
<b>Reporting Period</b>	January 1, 2023 - December 31, 2023				
<b>Program Description</b>					
The Community School Partnership Program provides direct wrap around case management to school families for students who are enrolled within Bakersfield City School District's Community Schools. The program links student families to community-based services addressing food insecurities, housing stability, or other related basic services. The program is modeled after the Four Pillars of a successful Community School designed to mitigate academic and social impacts of emergencies affecting its local communities and improve school responsiveness to student and family needs.					
<b>Additional Requested Services</b>	VITA		Parenting Classes		N/A
<b>Services</b>	<b>Month</b>	<b>YTD</b>	<b>Annual Goal</b>	<b>Month Progress</b>	<b>Annual Progress</b>
Families referred to Program (SRV 7c)	29	138	920	9%	15%
Total Families referred internally for Employment Resources (2-1-1)	11	20	153	22%	13%
Total Families referred internally for Food and Nutrition (2-1-1 or CalFresh)	6	32	153	12%	21%
Total Families referred internally for Housing (CES)	3	28	153	6%	18%
Total Families referred internally for Childcare (Head Start)	12	36	153	24%	24%
Total Families referred internally for Utility Assistance (Energy)	10	55	153	20%	36%
Total Families referred internally for Weatherization (Energy)	4	14	153	8%	9%
Families Receiving Case Management Services (SRV 7a)	17	91	460	11%	20%
<b>Explanation (Over/Under Goal Progress)</b>					
All Case Managers are co-located at Bakersfield City School Districts School Sites. Bakersfield City School District is the direct referrer of student families. Case Managers are encouraged to actively communicate with Family and Community Engagement Liaisons and School Social Workers and participate in the school sites Multi-Tiered System of Support meetings to identify student families that are in need of community based services.					
<input type="checkbox"/>					
<b>Program Strategic Goals</b>		<b>Progress Towards Goal</b>			
1) Recruitment		On 4/17/23, the Program Supervisor was onboarded, introduced to Case Managers, and toured each school site. The program has fulfilled recruitment expectations.			
2) Fill vacancies for open positions		The program has filled all positions as of 4/17/2023 and no longer has existing vacancies.			
<b>Program Highlights</b>					
CSPP is in process of finalizing a program logo and flyers. The Case Managers (CM) will distribute throughout each school site. On 5/3/23, McKinley held a family night event and the CM set up a table with program materials and a sign-up sheet for families in need of services. CM had 2 parents sign up that were in need of community-based services.					

**Application Status Report  
April 2023**

Name	Description	Funder	Amount Requested	Amount Awarded	Status
Regional Food System Partnership	The U.S. Department of Agriculture (USDA), Agricultural Marketing Service (AMS), requests applications for the fiscal year (FY) 2023 Regional Food System Partnerships (RFSP) grant program. RFSP purpose is to support partnerships that connect public and private resources to plan and develop local and regional food systems. Abandoned: Grant scope not aligned with current program needs	US Department of Agriculture (USDA)	\$ 250,000.00	\$ -	Abandoned
C.R.I.S.E.S. Grant Pilot Program	The C.R.I.S.E.S. Grant Pilot Program, administered by the California Department of Social Services (CDSS), is a \$10 million pilot to support partnerships between city, county, and/or tribal governments and community-based organizations (CBOs) to provide emergency response services to lessen the reliance on law enforcement agencies as first responders to crisis situations unrelated to a fire department or emergency medical service response. Abandoned: Grant scope not aligned with program needs	California Department of Social Services (CDSS)	\$ -	\$ -	Abandoned
Allstate Racial Equity Program	The Allstate Foundation's Racial Equity grantmaking program seeks proposals from 501(c)3 nonprofit organizations working in one or more of the following focus areas: Racial equity and inclusivity in the green economy, including career pathways and pipelines. Racial equity and inclusivity in implementation of projects and programs related to the American Rescue Plan and American Jobs Plan. Worker-centric policies and opportunities for frontline and essential workers with a racial equity and inclusivity lens. Abandoned: Grant Scope does not align with DEI Needs	Allstate Foundation Group	\$ 100,000.00	\$ -	Abandoned
Diaper Distribution Demonstration and Research Pilot	The funding source of this diaper pilot program is coming from the Office of Community Services (OCS). Cal CAPA will be applying as a pilot program with 5 other CAP agencies located in CA: Sonoma, Orange County, San Francisco, Santa Barbara, and Merced. The intent of this pilot program is to assist families with diaper distributions and current services offered as wraparound case management.	California Community Action Partnership Association (Cal CAPA)	N/A (REQUEST FOR GOODS)	\$ -	Awarded
2023 Community Contribution	Support the purchase of the playground or outdoor fitness equipment circuit for the Shafter Youth Center.	Bank of the West	\$ 25,000.00	\$ 25,000.00	Awarded
Emergency Solutions Grant	Homeless prevention services that includes financial assistance with housing.	City of Bakersfield	\$ 700,000.00	\$ -	Denied
English Language Learner Integrated Education and Training Fund	County ETR is the lead applicant. CAPK to provide referrals and child care for participants with children during their course training at the FHCC.	County of Kern Employer's Training Resource	\$ 114,376.00	\$ -	Pending

**Application Status Report  
April 2023**

High Road Training Partnership Training Implementation Project: Clean Vehicle Technician Apprenticeship	Kern Community College District is the lead applicant in partnership with the California New Car Dealership Foundation for a electric vehicle a training program to achieve employment and career advancement outcomes. CAPK will support with community outreach and engagement in target communities in Kern County.	Kern Community College District	\$ 320,825.00	\$ -	Pending
Fueling Our Communities	Food Bank Capacity Building for commodity and pantry distribution partner organizations in the SoCalGas service area and incorporate free farmer markets consisting of fresh produce and healthy food choices.	Southern California Gas Company	\$ 200,000.00	\$ -	Pending
Local Food Promotion Program	Feasibility study on a food incubator	US Department of Agriculture (USDA)	\$ 250,000.00	\$ -	Pending
Supportive Services Village	24/7 low-barrier navigation center utilizing the housing first model located at 201 East Roberts Lane, Bakersfield, CA 93308. Fifty (50) dwellings that are insulated, have cooling and heating features that have individual unit control, ventilated, secure to allow for safe storage of personal possessions, and connected to utilities.	County of Kern	\$ 7,771,183.00	\$ -	Pending
Union Pacific Foundation Local Grants	Goods for FRC for client distribution	Union Pacific	\$ 25,000.00	\$ -	Pending
Providing Access and Transforming Health (PATH) Capacity and Infrastructure Transition, Expansion and Development (CITED)	The PATH CITED initiative provides funding to enable the transition, expansion and development of Enhanced Care Management (ECM) and Community Supports capacity and infrastructure.	California Department of Healthcare Services (DHCS)	\$ -	\$ -	Research
Virginia & Alfred Harrell Foundation	<a href="http://www.vahfoundation.org/">http://www.vahfoundation.org/</a> provide experience and educational opportunities for children	Virginia & Harold Harrell Foundation	\$ -	\$ -	Research
AB 836 Clean Air Centers Pilot Program	The Clean Air Centers Pilot Program was established by Assembly Bill 836, which provided funding to create Wildfire Smoke Clean Air Centers for Vulnerable Populations and establish a network of publicly accessible facilities with high-efficiency air filtration systems for valley residents who may not otherwise have access to clean air during wildfire events.	San Joaquin Valley Air Pollution Control District	\$ 4,000.00	\$ -	Research
Healthy Refrigeration Grant	CDFA will fund energy-efficient and climate-friendly refrigeration and freezer equipment in corner stores, small businesses, and food donation programs in low-income or low food access areas throughout the state. New units are to stock California-grown fresh produce, nuts, eggs, meat, dairy, minimally processed, and culturally appropriate foods. The purpose of the program is to improve access to healthy foods in underserved communities, while promoting CA-grown agriculture.	California Department of Food and Agriculture	\$ -	\$ -	Research

**Application Status Report  
April 2023**

Stater Bros Charities Grants	Taking applications from nonprofits making a positive impact in our Southern California communities with a focus on hunger relief, children's well-being, education, health, veterans and active service members, and pet well-being.	Stater Bros. Charities	\$ 2,500.00	\$ -	Research
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## Community Action Partnership of Kern Funding Profile

Funding Information			
<b>Funding Type</b>	Private	<b>CAPK Program</b>	Food Bank
<b>Funding Agency</b>	Southern California Gas Company (SoCalGas)	<b>Project Name</b>	Fueling Our Communities
<b>CFDA</b>	N/A	<b>Target Population</b>	SoCalGas Service area - Kern, CA
<b>Reapplication (Y/N)</b>	N	<b>Number to be served</b>	150,000
<b>Estimated Request</b>	\$200,000.00	<b>Division Director</b>	Susana Magana
<b>Award Period</b>	Through 12/31/2023	<b>Program Manager</b>	Kelly Lowery
<b>Project Goal (One sentence goal statement)</b>			
Community Action Partnership of Kern (CAPK) has partnered with Southern California Gas Company (SoCal Gas Company) on an opportunity to build capacity of our Food Bank partner commodity sites and hosting free farmer markets through a \$200,000 grant.			
<b>Project Description (Brief one paragraph description)</b>			
<p>Below is a brief description of both proposals.</p> <p>(1) The Food Bank partners with 150 commodity and pantry site partners to distribute the food to all parts of Kern County, working directly with non-profits, faith-based entities, government partners, rotary, and related service providers. Due to the lack of resources and infrastructure of our partner sites, we are limited on the type of food we are able to distribute. For example, when our partner site in Arvin, CA does not adequate storage or refrigeration, then we cannot offer perishable food items, such as meats, dairy, vegetables. This in turn creates a barrier for area residents to access a variety of foods and limits options to non-perishable, long-shelf-life items (i.e., beans, rice, canned foods). The funds will allow us to target those key partners that distribute food in the SoCalGas service area with equipping them with a range of equipment items, such as refrigerators to store fresh perishable food (i.e., milk, meat, cheese) and freezers as well as storage and hand trucks for transportation.</p> <p>(2) Similar to the above, our goal of the CAPK Food Bank is to continue to offer a variety of food options for our clients that include fresh produce and protein items (i.e., meat, cheese, milk) that are incorporated with long-shelf-life foods. We find that having the ability to purchase food directly allows us to offer choices to our clients. The funds will allow the program to have a food choices for residents with variety of fresh produce and non-perishable items at no-cost to the resident.</p>			
<b>Estimated Budget Summary</b>			
Through this funding opportunity, we have an opportunity to build the capacity of our Food Bank partner commodity and pantry sites by allocating \$100,000.00 (50%) for equipment, non-allowable indirect. The remaining balance, \$90,000.00 (45%), will be used for direct food purchase and hosting free farmer markets of fresh produce and healthy food choices to SoCalGas service area residents. The remaining balance \$10,000 (5%) is allocated towards administrative indirect. Please note - only a portion of this funding was eligible for the indirect expense.			

### Approvals:

  
 Susana Magana (Apr 18, 2023 16:39 PDT)

Apr 18, 2023

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1. Division Director

**Pritika Ram**

Digitally signed by Pritika Ram  
 Date: 2023.04.18 11:27:06 -07'00'

04/18/2023

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2. Chief Business Development Officer

Date

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 Louis B Gill Jr. (Apr 19, 2023 06:36 PDT)

Apr 19, 2023

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3. Chief Program Officer

Date

  
 Tracy Webster (Apr 19, 2023 06:43 PDT)

Apr 19, 2023

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4. Chief Financial Officer

Date

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Apr 19, 2023

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5. Chief Executive Officer

Date

### Date Presented / Approved:

PRE Approval: \_\_\_\_\_ B&F Approval: \_\_\_\_\_ Executive Approval: \_\_\_\_\_ Board Approval: \_\_\_\_\_



## Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	Federal	CAPK Program	VITA
Funding Agency	Internal Revenue Services	Project Name	VITA Matching Grant
CFDA	21.009	Target Population	Low to moderate income tax payers
Reapplication (Y/N)	Y	Number to be served	Pending
Estimated Request	\$2,000,000	Division Director	Freddy Hernandez
Award Period	10/1/23-9/30/24	Program Manager	Jacquelyn Guerra
<b>Project Goal (One sentence goal statement)</b>			
To provide free federal tax return preparation to targeted segments of taxpayers including, low to moderate income taxpayers, persons with disabilities, persons with limited English proficiency, Native Americans, individuals living in rural areas, and the elderly.			
<b>Project Description (Brief one paragraph description)</b>			
Project activities will be geared towards promoting free tax preparation assistance. Staff will focus on volunteer recruitment. The grant allows IRS partners to, 1.) Increase VITA services to the undeserved across the country; 2.) Increase the number of returns filed electronically; and 3.) enhance volunteer training.			
<b>Estimated Budget Summary</b>			
The expected award size for each IRS partner is between \$5,000 to \$2,000,000. On average, \$93,000 is funded per agency. A budget is currently being drafted for this submission. Our request will exceed the average award size as we intend to subcontractor United Way of Kern in this application.			

### Approvals:

<div style="text-align: right; margin-bottom: 10px;"> </div> <div style="display: flex; justify-content: space-between;"> <div>1. Division Director</div> <div>Date</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Pratika Ram</div> <div>May 8, 2023</div> </div>	<div style="text-align: right; margin-bottom: 10px;"> </div> <div style="display: flex; justify-content: space-between;"> <div>4. Chief Financial Officer</div> <div>Date</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div></div> <div>May 9, 2023</div> </div>
<div style="text-align: right; margin-bottom: 10px;"> </div> <div style="display: flex; justify-content: space-between;"> <div>2. Chief Business Development Officer</div> <div>Date</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div></div> <div>May 9, 2023</div> </div>	<div style="display: flex; justify-content: space-between;"> <div>5. Chief Executive Officer</div> <div>Date</div> </div>
<div style="display: flex; justify-content: space-between;"> <div>3. Chief Program Officer</div> <div>Date</div> </div>	





### Date Presented / Approved:

PRE Approval: \_\_\_\_\_ B&F Approval: \_\_\_\_\_ Executive Approval: \_\_\_\_\_ Board Approval: \_\_\_\_\_

## Community Action Partnership of Kern Funding Profile

Funding Information			
<b>Funding Type</b>	Federal	<b>CAPK Program</b>	Community Development
<b>Funding Agency</b>	U.S. Department of Agriculture	<b>Project Name</b>	Food Incubator Feasibility Study
<b>CFDA</b>	10.175	<b>Target Population</b>	Food Vendors
<b>Reapplication (Y/N)</b>	N	<b>Number to be served</b>	TBA
<b>Estimated Request</b>	\$250,000	<b>Division Director</b>	N/A
<b>Award Period</b>	9/30/23-9/29/25	<b>Program Manager</b>	N/A
<b>Project Goal (One sentence goal statement)</b>			
Community Action Partnership of Kern will use USDA funding through the Local Food Promotion Program (LFPP) to conduct a feasibility study for determination of a Bakersfield-based, Food Incubator program.			
<b>Project Description (Brief one paragraph description)</b>			
<p>CAPK is embarking on a project to conduct a feasibility study with the aim of establishing a food incubator program for small business entrepreneurs and local food vendors. CAPK will begin by using the feasibility study to assess whether the community is interested in a food incubator program. After determining the level of interest, the program's potential locations and training offerings can then be determined. To achieve this, CAPK will contract with a consultant who will gather data to determine the viability of a food incubator program at specific locations that receive high amounts of vendor/consumer traffic. The project's activities will focus on researching and analyzing market trends and identifying suitable locations.</p> <p>If responses obtained from the feasibility study are positive, the expected result is the establishment of an affordable food incubator program that offers small business entrepreneurs and local food vendors access to kitchen space, equipment, and training opportunities. This program will enhance the success and sustainability of these businesses, leading to economic growth and job creation in the local community.</p>			
<b>Estimated Budget Summary</b>			
<p>\$25,000 will be allocated towards indirect costs, \$4,500 towards required trainings (travel, per diem, registration fees, etc.), and \$220,500 towards a contractor to develop, implement, and evaluate the feasibility study.</p> <p>A 25% match is required. If funded, CAPK will research and pursue matching opportunities through in-kind, in efforts to avoid a cash match through discretionary funds.</p>			

### Approvals:

<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <div style="display: flex; justify-content: space-between;"> <span>1. Division Director</span> <span>Date</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;">               Pretika Ram           </div> <div style="text-align: right;">May 8, 2023</div> </div> </div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <div style="display: flex; justify-content: space-between;"> <span>4. Chief Financial Officer</span> <span>Date</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;">               Nancy Webster           </div> <div style="text-align: right;">May 8, 2023</div> </div> </div>
<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <div style="display: flex; justify-content: space-between;"> <span>2. Chief Business Development Officer</span> <span>Date</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;">               Louis Gill (May 9, 2023 09:45 PDT)           </div> <div style="text-align: right;">May 9, 2023</div> </div> </div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <div style="display: flex; justify-content: space-between;"> <span>5. Chief Executive Officer</span> <span>Date</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;">               J.T.D.           </div> <div style="text-align: right;">May 9, 2023</div> </div> </div>
<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <div style="display: flex; justify-content: space-between;"> <span>3. Chief Program Officer</span> <span>Date</span> </div> </div>	

### Date Presented / Approved:

PRE Approval: \_\_\_\_\_ B&F Approval: \_\_\_\_\_ Executive Approval: \_\_\_\_\_ Board Approval: \_\_\_\_\_

## Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	State	CAPK Program	Food Bank
Funding Agency	CDFA	Project Name	2023 Healthy Refrigeration Grant Program
CFDA	N/A	Target Population	Low-income area
Reapplication (Y/N)	N	Number to be served	20-30 Pantry Sites
Estimated Request	\$500,000	Division Director	Susana Magana
Award Period	2023-2026	Program Manager	Kelly Lowrey
<b>Project Goal (One sentence goal statement)</b>			
To help low-income, low food access communities get served local fresh produce.			
<b>Project Description (Brief one paragraph description)</b>			
Community Action Partnership of Kern's Food Bank is requesting \$500,000 to support 20 to 30 pantry sites with operational expenses. Preliminary findings in our Food Insecurity Assessment indicate that pantries lack storage for refrigerated goods. As a result, less goods are acquired and distributed to community members. The goal of this proposal is to increase storage capacity at these sites, thereby increasing the number of clients that are served. Procurement guidelines will be utilized to draft contracts with each pantry. When necessary, multiple quotes will be collected from third party vendors to ensure proposed costs are deemed reasonable, allowable, and allocable in accordance with applicable regulations.			
<b>Estimated Budget Summary</b>			
Our proposed budget includes the following key expenses: refrigerators, insurance, installation costs, electrical needs/repairs of the equipment, removal/recycling of refrigerants, and a 10% de minimis indirect cost rate.			

### Approvals:

<div style="border-bottom: 1px solid black; padding-bottom: 5px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <span>1. Division Director</span> <span>Date</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span><i>Pratika Ram</i></span> <span>May 8, 2023</span> </div> </div> <div style="border-bottom: 1px solid black; padding-bottom: 5px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <span>2. Chief Business Development Officer</span> <span>Date</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span><i>[Signature]</i></span> <span>May 9, 2023</span> </div> </div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <div style="display: flex; justify-content: space-between;"> <span>3. Chief Program Officer</span> <span>Date</span> </div> </div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <span>4. Chief Financial Officer</span> <span>Date</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span><i>[Signature]</i></span> <span>May 9, 2023</span> </div> </div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <div style="display: flex; justify-content: space-between;"> <span>5. Chief Executive Officer</span> <span>Date</span> </div> </div>
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### Date Presented / Approved:

PRE Approval: \_\_\_\_\_ B&F Approval: \_\_\_\_\_ Executive Approval: \_\_\_\_\_ Board Approval: \_\_\_\_\_



**Community Action Partnership of Kern**  
**Small Funding Request (\$50,000 or less per year)**  
**April / 2023**

<b>Funding Type</b>	Private	<b>CAPK Program</b>	Oasis Family Resource Center and East Kern Family Resource Center
<b>Funding Agency</b>	Bank of America	<b>Project Name</b>	2023 Neighborhood Champions
<b>CFDA</b>	N/A	<b>Target Population</b>	Homeless and Low-income individuals/families
<b>Request</b>	\$50,000	<b>Division Director</b>	Fred Hernandez
<b>Award Period</b>	October 2023-2025	<b>Program Manager</b>	Eric Le Barbe and Anna Saavedra
<b>Description</b>	This grant will fund emergency supplies for Oasis and East Kern Family Resource Centers to provide for clients in need of emergency products. The purchase of these products will increase inventory and the number of clients served at the Family Resource Centers.		

<b>Funding Type</b>	Private	<b>CAPK Program</b>	East Kern Family Resource Center
<b>Funding Agency</b>	Union Pacific	<b>Project Name</b>	Community Ties Giving Program
<b>CFDA</b>	N/A	<b>Target Population</b>	Homeless and at-risk of being homeless
<b>Request</b>	\$25,000	<b>Division Director</b>	Fred Hernandez
<b>Award Period</b>	September 2023-2024	<b>Program Manager</b>	Anna Saavedra
<b>Description</b>	This grant will help fund and diversify care packages given to persons experiencing homelessness or are at-risk of homelessness in the East Kern/Mojave area with items such as tents, sleeping bags, and hygiene kits. The purchase of these products will increase inventory and the number of homeless clients served at the East Kern Family Resource Center.		

<b>Recommendation</b>	Staff recommends approval to submit the small funding application(s) up to \$50,000 per year and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.
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**Community Action Partnership of Kern**  
**Small Funding Request (\$50,000 or less per year)**  
**April / 2023**

**Date Presented/Approved**

Policy                      PRE                      B&F                      Board  
Council:                      Presentation:                      Approval:                      Approval:                      \_\_\_\_\_



## MEMORANDUM

To: Program Review & Evaluation Committee

*Vanessa C. Mendoza*

From: Vanessa C. Mendoza, Grant Administrator

Date: May 17, 2023,

Subject: *Agenda Item 5c*: San Joaquin Valley Air Pollution Control District AB 836 Clean Air Centers Program – **Action Item**

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The San Joaquin Valley Air Pollution Control District (SJVAPCD) implemented the AB 836 Air Cleaners Program in 2018 to reduce indoor air pollution and improve residents' health in California's San Joaquin Valley. The program also aims to create "clean air centers" that eligible participants, such as schools and recreation centers, can provide as a refuge during smoke events and air quality alerts. SJVAPCD has informed staff that funding is still available. The application will require a resolution signed by the Board of Directors.

CAPK's Shafter Youth Center (SYC), intends to apply for the AB 836 Air Cleaners Program to make their gymnasium a Clean Air Center. By participating in the program, SYC will be able to provide a safe space for community members to seek refuge from poor air quality during smoke events and air quality alerts. The program will also help reduce indoor air pollution in the gymnasium, improving the health and well-being of youth and other community members.

To participate in the program, SYC researched and found appropriate portable air cleaning units on the SJVAPCD bulk list. If funded, SYC will operate and maintain them and submit annual usage reports to SJVAPCD during the 5-year project life. SYC can contribute to community resilience and make their gymnasium a Clean Air Center by taking advantage of the program's financial incentives and bulk pricing list. This program aligns with CAPK's Strategic Goal #2: All families in the communities we serve have access to high-quality early learning and care choices to meet their diverse needs; and Goal #2.1: Expand access to services and resources for health and safety of children and youth by providing a safe environment.

### RECOMMENDATION

Staff recommends the Board of Directors approve the submission of the San Joaquin Valley Air Pollution Control District AB 836 Clean Air Centers Program and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

#### **Attachment:**

*San Joaquin Valley Air Pollution Control District AB 836 Clean Air Centers Program Resolution*



## RESOLUTION #2023-07

### **A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Submission of the San Joaquin Valley Air Pollution Control District (SJVAPCD) AB 836 Clean Air Centers Pilot Program**

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on May 31, 2023, at a scheduled Board meeting and resolved as follows:

**WHEREAS**, Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

**WHEREAS**, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of “Helping People, Changing Lives” in its quest to assist people in need, and families with minimal or no resources; and

**WHEREAS**, CAPK’s Shafter Youth Center (SYC), intends to apply for the AB 836 Air Cleaners Program to make their gymnasium a Clean Air Center; and

**WHEREAS**, the SJVAPCD has requested Community Action Partnership of Kern to submit a Resolution as a supplemental application document; and

**WHEREAS**, CAPK’s Community Development Division is requesting approval by the CAPK Board of Directors to submit an application for the AB 836 Clean Air Centers Pilot Program to be awarded air cleaning units and filters that, in total, cost approximately \$4,500; and

**WHEREAS**, the SJVAPCD requires that an authorized signatory be named for the AB 836 Clean Air Centers Pilot Program; and

**WHEREAS**, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of the Funding Application; and

**NOW, THEREFORE**, it be resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

**APPROVED** by a majority vote of the Directors of Community Action Partnership of Kern, this 31<sup>st</sup> day of May 2023.

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Fred Plane, Chair  
CAPK Board of Directors

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Date

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Head Start/State Child Development/Yolanda Gonzales	<b>Month/Year:</b> April 2023
<b>Program/Work Unit:</b> Head Start/Early Head Start	<b>Program Manager/Administrator:</b> Carol Hendricks/Robert Espinosa
<b>Services:</b> Head Start and Early Head Start childhood education for low-moderate income children ages 0-5 in center-based, part-day or full-day environments and home-based options.	

Program	Funded Enrollment	Reportable Enrollment	Percentage	Disabilities	Over Income 131%+ up to 10%  101—130% Up to 35%
Head Start	<b>1242</b>	<b>960</b>	<b>77%</b>	<b>6%</b>	<b>4%</b> <b>6%</b>
<ul style="list-style-type: none"> <li>8 Classrooms Fully Closed</li> </ul>	155				
Early Head Start	<b>831</b>	<b>631</b>	<b>76%</b>	<b>21%</b>	<b>7%</b> <b>5%</b>
<ul style="list-style-type: none"> <li>10 Classrooms Fully Closed/ 6 Classrooms Partially Closed</li> </ul>	107				

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	<b>208</b>	<b>240</b>

Division Staffing = 701			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
587	114	31	62

**HIGHLIGHTS:** 11 staff were onboarded, and there were 12 resignations. Interviews were conducted for 4 open requisitions.

Program Update & Compliance
<p>Kern:</p> <ul style="list-style-type: none"> <li>Lamont Easter Egg Hunt.</li> <li>Tacos and Taxes fair at East Bakersfield High School.</li> <li>Panama Buena Vista School District Resource Fair.</li> <li>Beardsley Resource Fair.</li> <li>Multiple recruitment events at local centers.</li> <li>Continue to make third year roll overs a priority.</li> <li>Super Saturday event for training targeted toward teaching staff.</li> </ul> <p>SJC:</p> <ul style="list-style-type: none"> <li>Mickey Grove Easter Egg Hunt.</li> <li>Stockton Resource Fair.</li> </ul>

- El Dia Del Nino (Day of the Child) Recruitment event.

Partnership:

- Blanton Academy had a male involvement day at the center. The fathers assisted their children with planting a garden.
- Garden Pathways had in-service with Dr. Kirk to provide training to teaching staff.
- Escuelita Hernandez and Garden Pathways met full enrollment.

Program:

- On April 27, 2023, the program received the results of the California Department of Social Services Contract Monitoring Review (CMR) and Error Rate Review (ERR) of the Early Head Start San Joaquin program. The review was a success. The program was found to be compliant with program regulations and requirements.


Central Kitchen April 2023				
Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Center Totals	54,202	20,722	16,833	16,647

**HIGHLIGHTS:** Center staff have requested cafeteria experience forms to incorporate the transitional experience to kindergarten with the children.

CACFP						
March 2023						
Total Meals Delivered			Meals Allocated		# of Meals Served	% of Meals Served
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
67,106	10,032	77,138	30,122	47,016	45,955	71%



## MEMORANDUM

To: Program Review & Evaluation Committee  
  
From: Sylvia Ortega, Quality Assurance Administrator  
Date: May 17, 2023  
Subject: *Agenda Item 5e*: FY 2022-2023 Program Self-Evaluations (CCTR, CMIG, CSPP and CMAP) - **Info Item**

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The Head Start/State Child Development Division and the Migrant Childcare Program conducts the annual program self-evaluation (PSE) for their state contracts: General Child Care & Development (CCTR), California Migrant Child Care Program (CMIG), California State Preschool Program (CSPP), and Migrant Alternative Payment Program (CMAP).

The state funds received allow the program to offer a full day/full year program option for families. Additionally, it provides subsidies for eligible families to allow them to afford access to childcare. Agencies are required to complete and submit a thorough PSE that includes review findings and written tasks for ongoing program quality improvement and self-monitoring. This evaluation is for the period of July 1, 2022 through June 30, 2023.

The PSE process consists of evaluating and analyzing the following components of the program based on the use of the California Department of Education (CDE) and California Department of Social Services (CDSS) Program Instruments: family files, family engagement, program quality, administrative, and fiscal/audit. The PSE process also includes an assessment and analysis of the program by parents using the Desired Results Parent Survey, the Desired Results Developmental Profiles (DRDP), and the Environment Rating Scales (ERS).

In accordance with Title 5, California Code of Regulations, the program met all standards of the state contract requirements. Based on the results from the parent survey, the program will focus on the following goals:

- CMAP: Provide training and support in person to childcare providers regarding the attendance logs and the upcoming reimbursement changes to be effective July 1, 2023, to continue the excellent relationship with providers.
- Provide additional information on Parent Involvement. Staff will empower parents by encouraging them to attend parent involvement events to gain parenting skills, strategies for their children, and interact with one another.
- Provide additional information on interactions with other parents. Staff will empower parents by teaching them that they are their child's first teacher. During family events and at socializations, parents will have the opportunity to interact with other parents.

This is an informational memo to provide the Committee with the PSE process. The programs have performed this internal review and found that the programs are meeting all requirements.

**Attachments:**

- *FY 2022-2023 Program Self-Evaluation Survey for Child Care and Development Programs - CDSS*
- *FY 2022-2023 Program Self-Evaluation – CDE (Attachment not available at time of posting, will provide prior to the meeting on 5/17)*

# Fiscal Year 2022-2023 br /Program Self-Evaluation Survey for Child Care and Development Programs

## 1. Requirement: 5 CCR 18279 Program Self-Evaluation Process

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### Survey - Child Care and Development Tool

If your agency holds any of the following contract types with the Child Care and Development Division at the California Department of Social Services, you must complete one survey. Submit one survey, per contractor, regardless of the number of contract types held.

Alternative Payment Programs (CAPP)

California Work Opportunity and Responsibility to Kids (CalWORKs) Stage Two (C2AP)

CalWORKs Stage Three (C3AP)

General Child Care & Development (CCTR)

Family Child Care Home Education Networks (CFCC)

Children with Severe Disabilities (CHAN)

Migrant Alternative Payment Program (CMAP)

Migrant Child Care and Development (CMIG)

Resource and Referral Program (CRRP)

The annual plan shall include the following: (1) A self-evaluation based on the use of the CCR, as defined in in subsection 18023(a)(2) of this Chapter. CCR means the monitoring and review tool for child development programs. Access the tool here: [Child Care and Development Monitoring Tool](https://www.desiredresults.us/program-self-evaluation). All Desired Results form are located here: <https://www.desiredresults.us/program-self-evaluation>.

The survey is due Thursday June 1, 2023, by 5pm.

Please click on the "Next" button below to begin the survey.

## 2. Contractor Information

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### 1. Contractor name:

Community Action Partnership of Kern

### 2. Contractor vendor number:

4320

### 3. Program director name:

Yolanda Gonzales

### 4. Program director email:

ygonzale@capk.org

### 5. Select all contract types held:

General Child Care and Development (CCTR)

Migrant Alternative Payment Program (CMAP)

Migrant Child Care and Development (CMIG)

### 6. Select all types of General Child Care and Development (CCTR):

Centers

### 7. Select all types of Migrant Child Care and Development (CMIG):

Centers



**8. Select all age groups served:**

Infant (birth to 18 months)

Toddler (18 to 36 months)

Preschool (3 years old to enrollment in transitional kindergarten or kindergarten)

School age (transitional kindergarten or kindergarten to 13 years old, or children with exceptional needs up to 21 years of age)

**9. Name of staff completing the survey:**

Sylvia Ortega

**10. Email of staff completing the survey:**

sortega@capk.org

*Reminder: Contractors are to respond to all questions in the survey that apply to the contract types held.*

### 3. Dimension I: Family Files

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## CCD 01: Family Selection

Applies to CAPP, C2AP, C3AP, CCTR, CFCC, CHAN, CMAP, and CMIG.

**11. Families with children enrolled in the programs are selected according to the priorities of that program.**

Contractor maintains a waiting list or central eligibility list by contract type

Families are enrolled according to the priorities of the program

Written information for families includes the priorities for the program and describes how family selection occurs

### 4. Dimension I: Family Files

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## CCD 02-03: Family Eligibility Requirements and Child Need Requirement Verification

Applies to CAPP, C2AP, C3AP, CCTR, CFCC, CHAN, CMAP, and CMIG.

**Family Data File:** Select two files from each contract type held. Review the family data file to ensure the following eligibility and need criteria has been met:

**Eligibility**

Application for Services is complete with signatures and certification

Family size determined correctly based on supporting documentation

Eligibility criteria has been documented by one or more of the following: Child Protective Services and/or At-risk, Current Aid Recipient, Homeless, Income, and Categorical Eligibility per [CCB 23-04](#).

Case notes - electronic or written documentation

**Need for Services**

Supporting documentation and verification of Need for Service for one or more of the following: employment, self-employment, seeking employment, vocational training, education program, parent incapacitation, homeless, seeking permanent housing, CPS, and/or at risk

**Notice of Action**

Notice of Action was completed and issued within the required timelines

12. Describe the results of the file review. If any of the files reviewed were missing eligibility or need criteria, describe how the program will adjust practices to ensure all documentation collected meets eligibility and need requirements.

#### CCTR & CMIG

Three CCTR and Two CMIG children files were selected: 9600 applications for services were signed and certified following the eligibility criteria. Supporting documentation was included to determine family size. Supporting eligibility criteria was documented. The program uses a TPO format for case notes. Need criteria were documented and verified. Program completed and issued Notice of Action within the required timelines. Files were found to be in compliance with all requirements. No errors were present.

#### CMAF

Two MCAP family files were selected, Kern & Kings County. The documentation within the selected family files verified that both families met the Eligibility, Need, and Notification requirements for the CMAF contract. All supporting documents were included within the file, enrollment packets were fully completed and both files were found to be in compliance with all requirements. No errors were present.

### 5. Dimension I: Family Files

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## CCD 04: Correct Fee Assessed

Applies to CAPP, C2AP, C3AP, CCTR, CFCC, CHAN, CMAF, and CMIG.

Following [CCB 22-14](#): For Fiscal Year 2022-2023, Family Fees were waived for all families. Programs were to issue a Notice of Action indicating:

Assessed fee, if applicable

Statement to families indicating that family fees are waived for Fiscal Year 2022-2023

That fees are set to resume on July 1, 2023

Use of correct Family Fee Schedule

13. Select a response:

Contractor has met this requirement

### 6. Dimension I: Family Files

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## CCD 05: Compliance with Due Process

Applies to CAPP, C2AP, C3AP, CCTR, CFCC, CHAN, CMAF, and CMIG.

14. The Notice of Action has the appeal officer's information listed and the appeal information is shared with families upon enrollment into the program.

Yes

### 7. Dimension I: Family Files

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## CCD 06: Attendance and Provider Payments

Applies to CAPP, C2AP, C3AP, CFCC, and CMAF.

Program has implemented the following temporary requirements from AB 210 as described in [CCB 22-19](#):

15. Between July 1, 2022, and June 30, 2023, voucher-based providers and center-based contractors were reimbursed based on the maximum certified hours of care instead of attendance. For voucher-based providers serving families on a variable schedule, reimbursement was based on the maximum authorized hours of care.

Yes

16. For Fiscal Year 2022-2023 licensed and license-exempt child care providers receiving vouchers shall continue to be paid based on families' certified need for services.

Yes

### 8. Dimension I: Family Files

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# CCD 06: Attendance and Provider Payments

Applies to CCTR, CHAN, and CMIG.

Program has implemented the following temporary requirements from AB 210 as described in [CCB 22-19](#):

**17. Contracting agencies shall be reimbursed based on the maximum authorized hours of care, regardless of attendance, if they meet either of the following requirements.**

The program is open and operating in accordance with their approved program calendar and remains open and offering services through the program year

## 9. Dimension II. Family Engagement

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**18. Parent Advisory Committee (PAC): Describe how the PAC advised the program on issues related to the services to families and children.**

PAC ensures parents are informed, heard and that they understand current issues. The PAC contributes to program's services through multiple, ongoing discussions centered around budget development, program options, school readiness goals and other key topics. Members of the PAC serve on subcommittees and provide input, feedback, and approval across all areas of the program, including budget information, school readiness goals, and recruitment and selection. Insight provided by PAC is a valuable; often catalyst for creative discussions on meeting the needs of the children/families.

At PAC's, parents also learn about the Policy Council and the opportunities for leadership and growth that they have within that governance structure.

**19. Parent Education and Involvement: Describe the education and involvement opportunities for parents.**

Family engagement focuses on partnering with families to build culturally and linguistically responsive relationships that support family well being. We support parents in developing skills, mindsets, and behaviors that support School Readiness practices in the home to promote parents as lifelong educators. Ready Rosie is research based and helps parents with parenting skills and engaging daily activities for them to do with their children. We encourage families to participate in family workshops.

In addition, the program ensures parent meetings are giving families the opportunity to advice on services related to children and families. During these meetings, community experts are brought to train on various topics. Agency utilizes Family Engagement Activity Calendar to ensure upcoming information is shared well in advance. The program promotes hiring parents and helps them obtain ECE units while supporting education advancement and helping staff pay for their education. There are various conference opportunities given to parents throughout the year.

**20. Parent Orientation: Describe the orientation process for families.**

Prior to the child's first day of attendance, families are given opportunities to tour the classroom, learn about the program's structure and philosophy, and how they are implemented in their classroom. Site Supervisors and Family Service Workers orient parents to the program and the parent handbook is used as a guide to learn about our program, and examples of family engagement opportunities.

**21. Completed parent/teacher conference forms regarding the child's progress.**

Yes

**22. Completed parent/teacher conference schedule.**

Yes

**23. Documentation of completed parent/teacher conferences.**

Yes

## 10. Dimension II. Family Engagement

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**24. Describe the process for identifying the health and social service needs of families.**

The CCR Strengths, Needs, and Interests and Family Outcomes Survey is completed to build a partnership with families to establish strengths, needs, interests, aspirations, and collect and track data on family outcomes. This survey is completed at time of enrollment or within 45 days. They are completed two annually with families: in fall and spring.

Once a need is identified either through health/nutrition history, verbally, or by any other means, Family Service Workers follows this process:

Medical Health Needs- opens a referral with CAS and conducts follow-up to ensure the child is in the safest environment possible.

Medical Insurance Needs- provides family with resources to local agencies.

Social Service Needs- Family Service Worker offers support, resources, and follow-up to families throughout the year. Assists families in completing goals.

Mental Health- Mental Health Consultant is contacted if needed.

**25. Describe the process for documenting and providing referrals when identified.**

The Family Referral Form is then utilized to assess the needs of the family and to ensure follow-up is completed. Documentation is also included in the child's file

**26. Explain how follow up is conducted and documented.**

Family Referral Form is used to assess the needs of the family, a follow-up area was designated in the form this fiscal year to ensure follow-up is documented in the same document. Program documents follow up with parents to ensure health and social services needs have been met. Follow-up consists of several event reminders that are given to parents. All documents are in the child's file and scanned into ChildPlus.

**11. Dimension III. Program Quality**

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**27. Each site/home has a current license issued by Community Care Licensing or Classroom/family childcare home meets Criteria of License Exempt Status per Health & Safety Code Section 1596.792.**

Yes

**12. Dimension III. Program Quality**

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**28. Contractor has met the applicable staff-child ratios for the contract types held (WIC 10275(a)(3) and 5 CCR 18290).**

Yes

**13. Dimension III. Program Quality**

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**29. Program has completed Environment Rating Scale(s) on all classroom(s)/home(s).**

Yes

**30. Program uses Environment Rating Scale Revised Edition to assess all classrooms/homes.**

Yes

**31. Program uses the Environment Rating Scale Third Edition this fiscal year.**

Yes

**32. Describe the outcomes from the use of the Third Edition tools.**

Due to COVID-19, parents were not allowed into the classroom last year in order to protect children and staff. COVID restrictions were lifted earlier this year. Teaching staff continued to share information with families in person, via email and through phone calls. Site Supervisor and teaching staff have onsite meetings to read and discuss ITERS, Toilet/Diapering and All about ITERS. Teachers are ensuring pleasant staff-child interactions during diapering/toileting routines. Such as singing songs, engaging in conversations, and discussing health procedures. Teaching staff are ensuring the furniture promotes self-help as children are ready. For example, providing steps near sinks, smaller chairs and lower shelves.

**14. Dimension III. Program Quality**

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**33. Describe how the program provides for the nutritional needs of the children.**

Program serves meals family style, all menus include portion sizes to meet CACFP meal patterns and adherence to USDA guidelines. The menu includes diverse food to reflect the population served. Food is high in protein and low in fat, sugar and salt. Breakfast, lunch and snack are offered daily. Emergency food is available for any child missing a meal. Finally, food substitutions are available for children who have food allergies/religious belief.

**15. Dimension III. Program Quality**

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**34. DRDP Online upload is complete for each rating period.**

Yes

**35. Describe the program's process for analyzing and reviewing DRDP data to ensure that age and developmentally appropriate activities are provided in the program.**

DRDP data is collected three times a year. The data is used to identify training needs to strengthen school readiness. In addition, Program uses the DRDP: children's data to determine the age-appropriate activities for children. Lesson plans show intentional lesson planning for individual child and whole group development.

DRDP Portfolios includes descriptive anecdotal notes. Teaching practices, activities, materials, and experiences support the children's development: social emotional, cognitive skills, language, numeracy development, emerging literacy, creative self-expression, and health and safety.

**16. Dimension III. Program Quality**

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**36. Each program/FCCHEN operating two or more sites/homes has a qualified program director.**

Yes

**37. Each program with more than one site has a qualified site supervisor at each site.**

Yes

**38. Each site has qualified teachers.**

Yes

**39. What efforts have you made to recruit and retain qualified staff this fiscal year?**

**Applies to CCTR, CHAN, and CMIG.**

Program participates in community events, job fairs, and social media. Program created a Retention Incentive Plan in an effort to reduce turnover and lengthen current employee's time. Program is posting on JOBS@HeadStart as a featured employer and are partnering with colleges, attending their career and job fairs and posting on their jobs page. Program adapted policies to provide stipend opportunities to staff. Professional development opportunities are offered for CD permit and reimbursement for out-of-pocket school expenses.

**17. Dimension III. Program Quality**

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**40. Describe some of the staff development opportunities provided to staff/providers.**

Program conducts a yearly professional growth plan that helps employees find their strengths and to utilize those strengths within their daily workday. Supervisors hold monthly meetings to identify training needs. Staff opportunities for direct/indirect training is offered. Program extends opportunities that community provides that support their growth. Teachers offered mentorship resources. Pre-Service modules have focus on program standards, data outcomes/trends within the child development community.

CMAP

Personnel was also able to attend the virtual CAPP conference and received training directly from CDSS personnel on the current program regulations and state mandates.

**41. Describe the process for using data to identify the training opportunities provided to staff. In the response include how Program Self-Evaluation and other data sources are used to determine the training needs of staff.**

Program uses a Professional Development Calendar that displays the training opportunities provided to staff by month. Data from ongoing monitored is utilized when planning training opportunities. We look at where we currently are and where we want to go.

CMAP

Program personnel was provided with many professional development and intentional training opportunities during the current FY. These opportunities include monthly training sessions on need, eligibility, family certification, enrollment priorities, provider reimbursement process, and program compliance training.

42. Program has written job descriptions for staff responsible for supporting and carrying out the requirements of the contracts held.

Yes

43. Program has a process for orienting new staff. Documentation is maintained on the training and resources provided to new staff.

Yes

## 18. Dimension IV. Administrative

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44. Contractor has a current inventory containing all the required elements listed in FT&Cs:

Description

Serial number or other identification number

The source of funding

The acquisition date

The cost

The location, use and condition

Any ultimate disposition date including date of disposal and sale price if applicable

Has the contractor met this requirement?

Yes

45. Program maintains documentation of most recent physical check of the inventory. If no purchases were made it is documented on the inventory form. An authorized representative signs the inventory record at least once every two years.

Yes

46. For non-LEA: contractor has a procedure for competitive purchases of equipment and services.

Yes

*Reminder: Inventory must include all equipment and all non-disposable items with an estimated useful life of more than a year purchased in whole or in part with Child Care and Development Funds. [CDSS Inventory Record Form](#).*

## 19. Dimension IV. Administrative

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47. Describe two goals for your program. Include in your response; the data collected to identify the goal, and include the action steps to be taken to improve the practice or program requirement.

CCTR & CMIG

Goal: 1% of Parents want more information on Parent Involvement

Action Steps: Staff will empower parents by encouraging them to attend parent involvement events to network and interact with one another. Families attending these meetings will gain parenting skills, strategies for their children, and increase parent involvement. During parent meetings and family events: parents are encouraged to share their input. Parents are encouraged to plan developmentally appropriate activities for their children with teaching staff.

Goal 2: 1% of Parents want more information on Interactions with other parents.

Action Steps: Staff will empower parents by teaching them that they are their child's first teacher and encourage parents to attend parent events and activities to network and interact with one another. At these events, parents can chat, and share their experiences with other parents which will increase their sense of belonging in their community. During family events and at socializations, parents will have the opportunity to interact with other parents.

CMAF

Goal: We need to make it a priority to provide training and support in person to our childcare providers regarding the attendance logs and the upcoming reimbursement changes to be effective on July 1st 2023, to continue the excellent relationship established with them and reflected on our program survey results.

**48. Parent Survey: Describe the results of the parent survey and the action plans to address the feedback received from parents.**

CCTR and CMIG

Survey Results: A total of 611 program surveys were completed and a total of 99% were satisfied or very satisfied.

Families shared that the program strengths include: how children develop at different stages, how children are doing in program, languages spoken by staff, meeting the individual needs of children, and how the program promotes children's learning and development

CMAP

Survey results: A total of 508 program surveys were completed with a total program satisfaction of 99%. A total of 245 families and 263 childcare providers responded indicating excellent service, satisfaction and understanding of current program policies.

**49. Briefly describe how staff and board members were a part of the self-evaluation process.**

CCTR and CMIG

The management team completed a plan for the review of the self-evaluation process. Key staff were involved in the observations, data collection and analysis. The narrative was completed by the QA team after thoroughly reviewing the results of the PSE with Administration. PSE findings were presented to the Board of Directors on May 17, 2023

CMAP

CMAP's self-evaluation process starts at the beginning of the Fiscal Year with training planning and staff development opportunities to be made available for the year. We plan monthly compliance reviews, and trainings to address the needs identified with this ongoing process. Program policies are reviewed and updated as necessary, based on new directives received from CDSS and regulatory changes/updates.

The files were randomly selected by the program administrator. Program Compliance was verified by our Quality Assurance department and All Family Specialists and Subsidized Reimbursement Specialists were involved in issuing the anonymous surveys to their respective families or providers. The survey results were collected electronically.

## **20. Dimension IV. Administrative**

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**50. Program has completed Classroom/Home/Site Summary of Findings.**

Yes

**51. Program has Completed Agency Summary of Findings.**

Yes

**52. List key findings from the agency summary of findings and the action steps that will be taken to address the findings. If the program provides services to multiple age groups provide one key finding with action steps for each age group served.**

Key Findings #1: 39% of Infants and Toddlers are at the Exploring Earlier level in the domain of Cognition, including Math and Science

Action Steps: Be intentional in planning for Cognition activities, encourage infants/toddlers to verbally count, and point to objects of small and large groups.

Family Engagement: Caregivers will suggest ideas for simple, inexpensive toys that families can use with their children to enhance cognitive development. Suggest ways for families to incorporate the language of cognitive development into everyday interactions with their children.

Key Findings #2: 37% of Infants and Toddlers are at the Exploring Earlier level in the domain of Approaches to Learning-Self Regulation

Action Steps: Caregivers will plan for infants and toddlers at different levels, encourage infants and toddlers to develop the capacity to comfort or self-soothe in response to distress from internal or external stimulation, provide opportunities for infants and toddlers to comfort themselves in different ways, such as: Humming, getting out a family photo or familiar toy, and providing soft cozy areas for privacy, model calm behavior and practice mindfulness to infants and toddlers, encourage independent play, to teach infants and toddlers self-reliance and how to problem solve.

Onsite training and Online Trainings: CECO and Infant/Toddler Foundations, HSELOF, The California Infant/Toddler Learning & Development Foundation, The California Infant/Toddler Curriculum

## **21. Dimension IV. Administrative**

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**53. Program has completed Classroom/Agency Summary of Findings.**

Yes



**54. Using the Agency Summary of Findings describe two key findings from the ERS and what action steps the program is taking to address the key findings Include resources, training, or materials to address the key findings. If the program provides services to multiple age groups provide one key finding with action steps for each age group served.**

Greeting/Departing: Due to Covid- 19 parents weren't allowed into the classroom in order to support/protect children and staff. Covid restrictions will be lifted, and parents will be allowed back into the classroom. Teachers will continue to share information with families at drop off and pick up outside the classroom, via email, and through phone calls.

Diapering/Toileting: Teaching staff will ensure sanitary conditions are maintained throughout diapering/toileting routines. February 14, 2023 Teachers Associates. Teachers will ensure provisions are convenient and accessible during diapering/toileting routines. Ex: by prepping prior and providing steps for smaller children to reach the sink areas. Teachers will ensure pleasant staff-child interactions during diapering/toileting routines. Such as: singing songs, engaging in conversations, and discussing health procedures ex: handwashing, etc.

Onsite training: Site Supervisor and teaching staff will have onsite meetings where they will read and discuss: ITERS- Infant/Toddler Environment Rating Scale, Toileting/Diapering pages, 24-25 and All About ITERS pages 107-124

## **25. Dimension IV: Administrative**

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**55. Contractor, annually or as needed, reviews their Written Information for Families and Providers (if applicable) and updates information to align with current regulations (5 CCR and Funding Terms and Conditions), CDSS training webinars, and guidance provided through Child Care Bulletins (CCB).**

Yes

## **26. Dimension V. Fiscal/Audit**

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**56. The program has submitted a report for each contract that is consistent with the laws for state and federal fiscal reporting.**

Yes

## **27. Dimension V. Fiscal/Audit**

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**57. The program has submitted an acceptable financial and compliance audit within the required timelines.**

Yes

**58. If findings were identified through the annual audit process how is the program adjusting practices and processes to resolve the findings? If no findings were identified, please write N/A.**

Additional training has been provided to the Attendance Coordinator, enrollment and Attendance Manager, and The Program design Administrator on financial reporting to ensure all aspects of the reporting process are followed as indicated by the CDSS. As an additional measure of checks and balances, the attendance team will provide full documentation backup to Finance monthly for reporting purposes. This will allow for additional audits and reviews. Policies and procedures will be updated. The attendance team has adopted a continuous training and improvement strategy for all line staff.

CMAF

The documentation provided to substantiate waived family fee revenue, was deemed insufficient.

Recommendation: Management should maintain appropriate audit evidence to substantiate amounts reported.

Additionally, management should perform an internal review over the programs to verify that the policies and procedures set forth in the Accounting and Financial Policies and Procedures Manual are being adhered to.

Planned Corrective Action: The documentation provided by CMAF program staff will be modified to include the detailed family fee spreadsheet. Reconciliations will be completed in collaboration with program and finance staff on a periodic basis. Program and finance staff will work together to improve the accuracy of data reported on the monthly 9500's.

## **28. Dimension VI: Technical Assistance and Training Needs**

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**59. Select which technical assistance topics best meet your program improvement needs or goals.**

Eligibility and Need

Fiscal Reporting

Program Quality

Audit Requirements

Other (Please list any current program or fiscal support needed): Child Care Provider Reimbursement Process

## **29. Thank You!**

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**Thank you for completing the Program Self-Evaluation Survey for Child Care and Development Programs at the California Department of Social Services.**

**A copy of your responses will be sent to [sortega@capk.org](mailto:sortega@capk.org) (if the email does not arrive after a couple minutes, please check your Spam or Junk Mail folder)**



To: Program Review and Evaluation Committee

From: Kelly Lowery, Food Bank Administrator

Date: May 17, 2023

Subject: *Agenda Item 5f: 2021-2025 Strategic Plan Update Goal Group #1 – Info Item*

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Goal Group 1 is dedicated to promoting efforts to “increase access to healthy, affordable food to support the health of the communities we serve” (Strategic Plan, 2021-2025). This goal group is comprised of the following staff: Susana Magana, Alejandra Morales, Laurie Hughey, Vanessa Cortez, Alan Rodriguez, and Kelly Lowery. These members represent Head Start, M Street Navigation, 211, CalFresh Healthy Living, and the Executive Division. Board Member, Michelle Jara-Rangel, will also support efforts through her attendance and collaboration during our monthly meetings.

### **CAPK Strategic Goal 1**

“Increased access to healthy affordable food to support the health of the communities we serve.”

### **Meetings**

Goal group 1 meets on the first Friday of every month, most recently in March and April.

### **Food Needs Assessment**

CAPK contracted with Transforming Local Communities, Inc. (TLC) in spring 2022 to conduct a gap and resource analysis that will both provide a context for understanding how food supply, distribution, access, and affordability impact the nutrition and health of Kern residents; and provide data that can be used to create a three- to five-year strategic plan to reduce food insecurity for Kern residents. The four strategic goals that the assessment will address include: (1) Locally grown foods are available through schools and food banks/food distribution centers; (2) Kern County residents have ongoing access to affordable, healthful foods that reflect their cultural values; (3) The impact of climate change, social justice, and economic resilience on food availability and access; and (4) Upon the completion of all primary and secondary data collection, TLC will conduct a SWOT analysis of CAPK's direct service programs that support nutrition and food security at the agency, family, and community levels.

The study is entering its final phase with completion expected by the beginning of June.

### **Food Bank Expansion**

The expansion project has entered phase 3 with construction moving into the existing warehouse space. By the end of May, all external roadways, fencing, gates, etc. are scheduled to be completed allowing all food bank vehicles to be parked on site.

### **Food Bank Pantry Program**

The online ordering system was launched network-wide in April. It is a work in progress with staff making incremental changes weekly to continually improve and make the process more efficient and user-friendly. Additionally, the food bank staff structure was changed to meet the needs of the changing pantry structure.

### **Food Bank Agency Partner Conference**

In March, Food Bank staff conducted a member conference to bring all agency partners together and share ideas and inspiration. There were approximately 270 people in attendance representing more than 100 of our network partners.

### **Grant Funding for Added Partner Agency Capacity**

Food Bank, Procurement, Finance, and Executive team staff are working together to expand the capacity for our agency pantry partners, especially in the area of refrigeration. One grant has already been submitted and we are pursuing additional grants that will enable us to procure refrigeration, racking, shelving, and additional items to enable pantry partners to accept more food, especially fresh food and produce.



DATE	May 24, 2023
TIME	12:00 pm
LOCATION	CAPK Administrative Office 5005 Business Park North Bakersfield, CA 93309

## Budget & Finance Committee Minutes

### 1. Call to Order

Committee Chair Michelle Jara-Rangel called the meeting to order at 12:01 at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

### 2. Roll Call

Roll call was taken with a quorum present.

Present: Michelle Jara-Rangel (Chair), Denise Boshers, and Nila Hogan

Absent: None

Others present: Tracy Webster, Chief Financial Officer; Louis Gill, Chief Program Officer; Gabrielle Alexander, Director of Finance; Rebecca Moreno, Director of Community Development; and other CAPK staff.

### 3. Public Comments

No one addressed the Committee.

### 4. New Business

- a. Head Start / Early Head Start Budget to Actual Reports for MarchF2023 – Tracy Webster, Chief Executive Officer – **Info Item**

Tracy Webster presented the above info item and provided a summary of the three attached reports and noted that March 1<sup>st</sup> began the new contract year and the reports have been consolidated.

- b. Resolution to Approve the Submission of the 2023 Supplemental Low Income Home Energy Assistance Program (SLIHEAP) Contract 23Q-5561 – **Action Item**

Wilfredo Cruz presented the above action item and reported on May 4, 2023, our agency received the 2023 SLIHEAP grant award from the Department of Community Services and Development (CSD). This grant is supported by the United States Department of Health and Human Services under the Infrastructure Investment and Jobs Act (IIJA). The contract period will run from May 1, 2023, through May 31, 2024, with a total allocation of \$284,366.00.

Denise Boshers asked how many people were served during the last contract period, and how many are expected to be helped with the new contract. Wilfredo Cruz said approximately 120 families were served for the last contract but with \$60,000 less funds awarded for this contract, fewer families will receive assistance. Wilfredo said each family can receive up to \$3,000. Denise asked if the same families would be helped, for a second year. Wilfredo replied that any family that qualifies can receive assistance, while the funds are available, despite if they received assistance from the prior contract.

Wilfredo said that the program is heavily marketed for greater outreach so the hope is that more families will submit applications.

Denise Boshers also asked if staff is providing education to help individuals / families learn how to reduce their utility usage. Wilfredo said that the outreach materials do provide energy conservation education, which is a requirement of the contract.

Motion was made and seconded to approve staff's recommendation. Carried by unanimous vote (Hogan/Boshers).

c. Cost of Living Adjustment (COLA) for All Employee Wages – **Action Item**

Tracy Webster presented the above action item for approval and said the approved federal budget includes funding for a 5.6% Cost-of-Living Adjustment (COLA) for our Head Start group of contracts. This will provide for a 5.6% contract increase, including a wage adjustment for all employees in the Head Start family of programs, which is comprised of Head Start, Early Head Start, State Childcare, Central Kitchen, Partnerships and San Joaquin County, which includes approximately 600 employees of the CAPK total of 900 employees. The Board of Directors previously approved the 5.6% COLA for Kern Head Start and San Joaquin Early Head Start.

During the budget planning process, a 5.6% increase was included in the approved budget for 2023-2024. Staff recommend approval to implement an agency-wide COLA of 5.6% with the effective date of May 31, 2023.

Motion was made and seconded to approve staff's recommendation. Carried by unanimous vote (Boshers/Hogan).

d. March 2023 Financial Statements – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster presented the above action item for approval and reported the agency did not require a draw from the line of credit during the month of March as there is adequate unrestricted cash balance to cover programs with a negative balance.

The Central Kitchen expenditures are currently 6.3% at the end of 03/31/2023 and USDA revenue is at 6.7%. Expenditure is equivalent to the target of 8.33% (1 of 12 months).

CMAF is currently earning 51.9% as of March 31, 2023. The target for this period should be 75.0%. Center based state programs (CSPP, CMIG, and CCTR) reflect average attendance / enrollment for the current period. The part-year calendar starts in August. However, low attendance is expected due to low enrollment. CCTR is at 65.8%, CSPP is at 57.3%, and CMIG is at 29.6%. The CSPP contract received an increase in the amount of \$2,609,298. The CCTR program in San Joaquin County, sponsored by San Joaquin County Office of Education (SJCOE), reports current attendance is 30.5% with a target of 75.0%

The agency expenditure is currently at 7% for the year, which is aligned with the goal of 8.3%. The Indirect Fund budget to actual report for March month end showed that revenue is excess expenditures by \$124,666 which is 10.1% of the budgeted indirect surplus. Overall expenditures are 5.2% of the budget and match the target of 8.3% (1 of 12 months).

Michelle Jara-Rangel said it looks like we will not earn the State contract and asked how that will impact CAPK. Tracy said it could impact the classrooms where there is blended state and federal funding. The

entire state is under-enrolled, and the State has been lenient because of COVID and the subsequent recovery emerging from COVID.

Motion was made and seconded to approve staff's recommendation. Carried by unanimous vote (Boshers/Hogan).

**5. Committee Member Comments**

- No Comments.

**6. Next Scheduled Meeting**

Wednesday, June 21, 2023  
5005 Business Park North  
Bakersfield, CA 93309

**7. Adjournment**

The meeting was adjourned at 12:25 pm.



## MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: May 24, 2023

Subject: *Head Start*  
Budget to Actual Report for the period ended March 31, 2023 – **Info Item**

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The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the fifth-year budget period is March 1, 2023, through February 29, 2024.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2023, through March 31, 2023. One month (8.3%) of the 12-month budget period have elapsed.

### **Base Funds**

Overall expenditures are at 4% of the budget.

### **Training & Technical Assistance Funds**

Overall expenditures are at 14% of the budget.

### **Non-Federal Share (Head Start and Early Head Start combined)**

The non-Federal share is at 12% of the budget.

# Community Action Partnership of Kern

## Head Start

### Budget to Actual Report

Budget Period: March 1, 2023 - February 29, 2024

Report Period: March 1, 2023 - March 31, 2023

Month 01 of 12 (8.3%)

Prepared 05/12/2023

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,709,705	216,044	9,493,661	2%	98%
FRINGE BENEFITS	3,926,571	103,359	3,823,212	3%	97%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	717,567	59,487	658,080	8%	92%
CONTRACTUAL	129,742	4,269	125,473	3%	97%
CONSTRUCTION	-	-	-		
OTHER	2,369,344	215,875	2,153,469	9%	91%
INDIRECT	1,628,603	53,288	1,575,315	3%	97%
<b>TOTAL BASE FUNDING</b>	<b>18,481,532</b>	<b>652,322</b>	<b>17,829,210</b>	<b>4%</b>	<b>96%</b>

#### TRAINING & TECHNICAL ASSISTANCE

TRAVEL	41,904	9,310	32,594	22%	78%
SUPPLIES	23,986	120	23,866	1%	99%
CONTRACTUAL	22,800	221	22,579	1%	99%
OTHER	72,752	12,976	59,776	18%	82%
INDIRECT	16,144	2,255	13,889	14%	86%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>177,586</b>	<b>24,882</b>	<b>152,704</b>	<b>14%</b>	<b>86%</b>

#### CARRYOVER

SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	-	-	-		
OTHER	-	-	-		
OTHER - CARES	-	-	-		
INDIRECT	-	-	-		
<b>TOTAL CARRYOVER</b>	<b>-</b>	<b>-</b>	<b>-</b>		

<b>GRAND TOTAL HS FEDERAL FUNDS</b>	<b>18,659,118</b>	<b>677,204</b>	<b>17,981,914</b>	<b>4%</b>	<b>96%</b>
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#### HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,985,635	463,105	1,522,530	23%	77%
CALIF DEPT OF ED	10,045,511	998,295	9,047,216	10%	90%
<b>TOTAL NON-FEDERAL</b>	<b>12,031,146</b>	<b>1,461,400</b>	<b>10,569,746</b>	<b>12%</b>	<b>88%</b>

Budget reflects Notice of Award #09CH011132-05-00

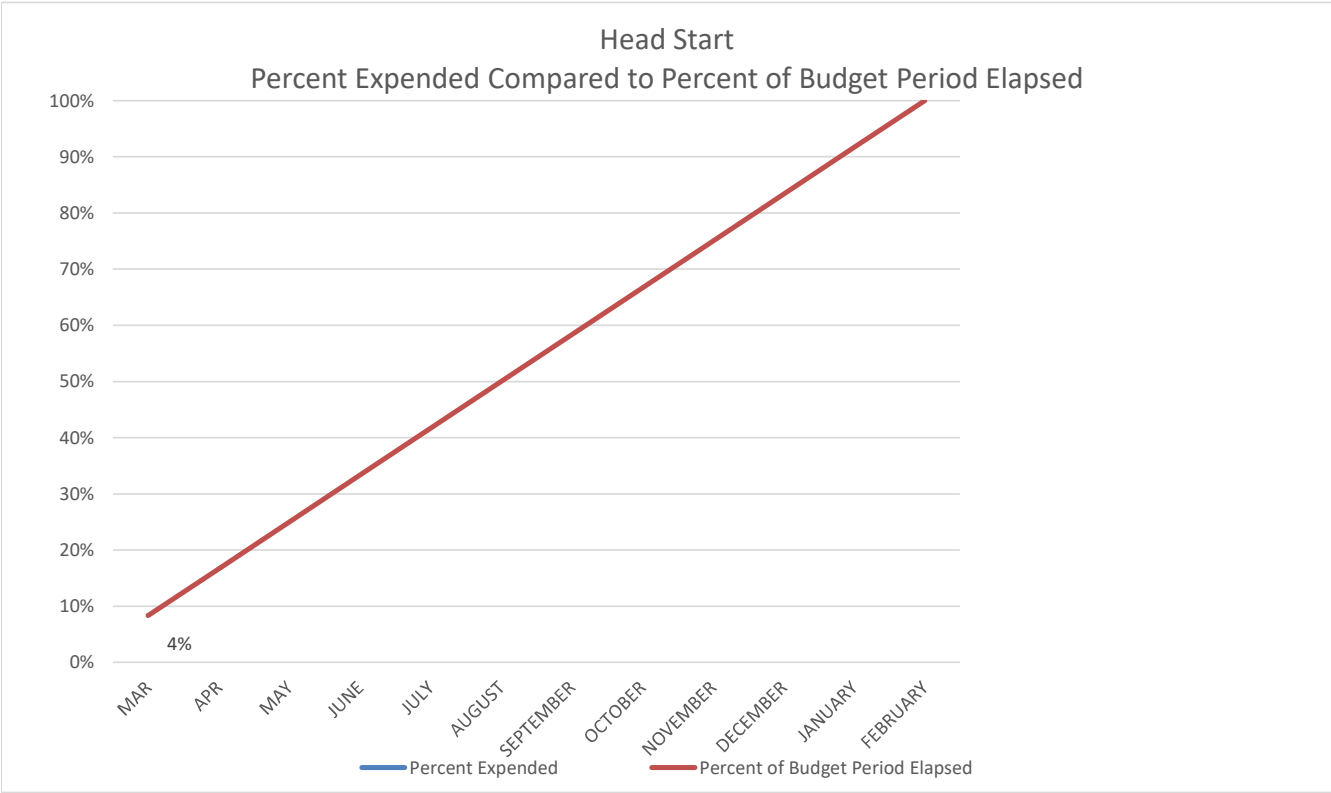
Actual expenditures include posted expenditures and estimated adjustments through 03/31/2023

Administrative Cost for HS and EHS Combined 3.6%

#### Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	24,882	-	-	-	24,882	4/1/2023
Lowe's	61,100		-	-	61,100	4/1/2023
Smart & Final	390		-		390	4/2/2023
Save Mart	550				550	4/4/2023
Chevron & Texaco Business Card	8,662	-	-	-	8,662	4/6/2023
Home Depot	16,840	805	976	-	18,621	4/5/2023
	<b>112,425</b>	<b>805</b>	<b>976</b>	<b>-</b>	<b>114,205</b>	







## MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: May 14, 2023

Subject: *Early Head Start*  
Budget to Actual Report for the period ended March 31, 2023 – **Info Item**

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The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the fifth-year budget period is March 1, 2023, through February 29, 2024.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2023, through March 31, 2023. One month (8.3%) of the 12-month budget period has elapsed.

### **Base Funds**

Overall expenditures are at 4% of the budget.

### **Training & Technical Assistance Funds**

Overall expenditures are at 7% of the budget.

**Community Action Partnership of Kern**  
**Early Head Start**  
**Budget to Actual Report**  
*Budget Period: March 1, 2023 - February 29, 2024*  
*Report Period: March 1, 2023 - March 31, 2023*  
Month 01 of 12 (8.3%)

Prepared 05/12/2023

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	9,313,272	285,763	9,027,509	3%	97%
FRINGE BENEFITS	2,737,444	138,104	2,599,340	5%	95%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	859,126	98,762	760,364	11%	89%
CONTRACTUAL	985,671	35,965	949,706	4%	96%
CONSTRUCTION	-	-	-		
OTHER	2,024,865	137,517	1,887,348	7%	93%
INDIRECT	1,545,327	65,644	1,479,683	4%	96%
<b>TOTAL BASE FUNDING</b>	<b>17,465,705</b>	<b>761,755</b>	<b>16,703,950</b>	<b>4%</b>	<b>96%</b>

**TRAINING & TECHNICAL ASSISTANCE**

PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	44,192	5,806	38,386	13%	87%
SUPPLIES	30,013	30	29,983	0%	100%
CONTRACTUAL	26,080	154	25,926	1%	99%
OTHER	212,393	15,912	196,481	7%	93%
INDIRECT	31,268	2,184	29,084	7%	93%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>343,946</b>	<b>24,086</b>	<b>319,860</b>	<b>7%</b>	<b>93%</b>

**CARRYOVER**

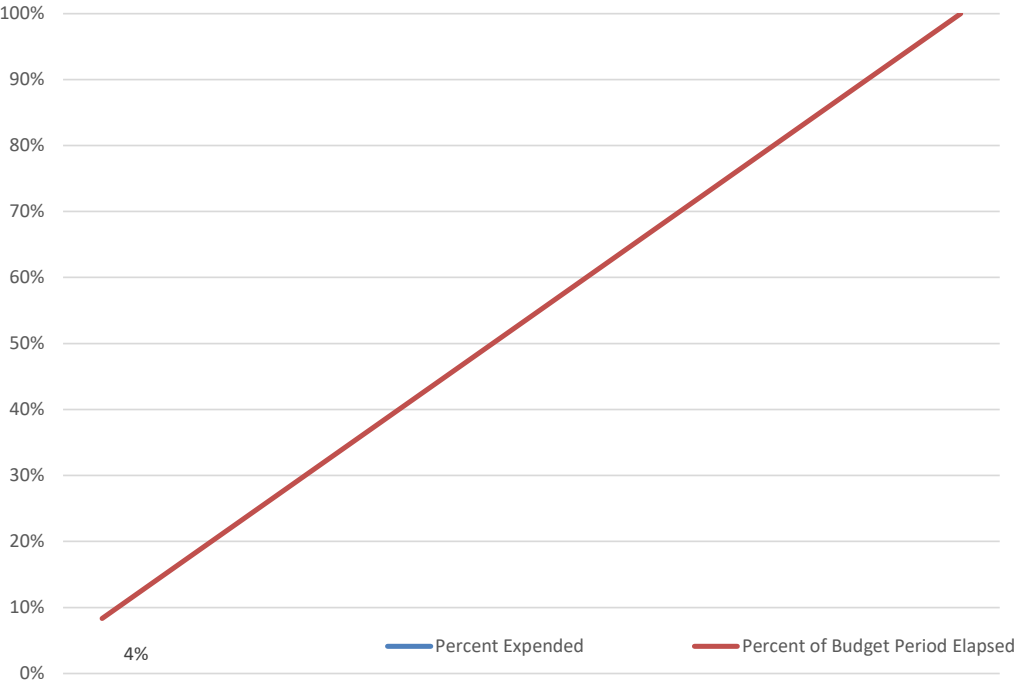
PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	-	-	-		
OTHER	-	-	-		
INDIRECT	-	-	-		
<b>TOTAL CARRYOVER</b>	<b>-</b>	<b>-</b>	<b>-</b>		

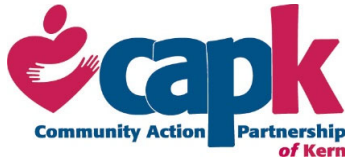
<b>GRAND TOTAL EHS FEDERAL FUNDS</b>	<b>17,809,651</b>	<b>785,842</b>	<b>17,023,809</b>	<b>4%</b>	<b>96%</b>
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Budget reflects Notice of Award #09CH011132-05-00

Actual expenditures include posted expenditures and estimated adjustments through 03/31/2023

Early Head Start  
Percent Expended Compared to Percent of Budget Period Elapsed





## MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: May 24 2023

Subject: *American Rescue Plan Funding*  
Budget to Actual Report for the period ended March 31, 2023 – **Info Item**

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The following are highlights of the American Rescue Plan Budget to Actual Report for the period of April 1, 2021, through March 31, 2023, twenty-four months (100%) of the 24-month budget period have elapsed.

### **COVID**

Overall expenditures are at 100% of the budget. These funds are being utilized to support the Summer Bridge Program options.

### **American Rescue Plan Act**

Overall expenditures are at 100% of the budget. These funds are being utilized to support the retention incentive for staff and Construction.

## Community Action Partnership of Kern

### American Rescue Plan

#### Budget to Actual Report

Budget Period: April 1, 2021 - March 31, 2023

Report Period: April 1, 2021 - March 31, 2023

Month 24 of 24 (100%)

Prepared 05/12/2023

<b>COVID</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL		502,095	(502,095)		
FRINGE BENEFITS		107,505	(107,505)		
TRAVEL					
EQUIPMENT					
SUPPLIES	500,000		500,000		
CONTRACTUAL					
OTHER	170,559		170,559		
INDIRECT	0	60,959	(60,959)		
<b>TOTAL</b>	<b>670,559</b>	<b>670,559</b>	<b>0</b>	<b>100%</b>	<b>0%</b>

#### American Rescue Plan Act

PERSONNEL	763,438	976,097	(212,659)	128%	-28%
FRINGE BENEFITS	251,934	74,671	177,263	30%	70%
TRAVEL					
SUPPLIES	553,540		553,540	0%	100%
CONTRACTUAL					
OTHER	830,310		830,310	0%	100%
CONSTRUCTION		1,509,923	(1,509,923)		
INDIRECT	266,580	105,111	161,469	39%	61%
<b>TOTAL</b>	<b>2,665,802</b>	<b>2,665,802</b>	<b>0</b>	<b>100%</b>	<b>0%</b>

<b>GRAND TOTAL ARP FEDERAL FUNDS</b>	<b>3,336,361</b>	<b>3,336,361</b>	<b>0</b>	<b>100%</b>	<b>0%</b>
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Centralized Administrative Cost	5.0%
Program Administrative Cost	0.0%
<b>Total Administrative Cost</b>	<b>5.0%</b>

Budget reflects Notice of Award #09HE000432-01-01

Actual expenditures include posted expenditures and estimated adjustments through 03/31/2023

Community Action Partnership of Kern  
Head Start and Early Head Start Kern  
Year-to-Date Non-Federal Share and In-Kind Report  
Budget Period: March 1, 2023 through February 29, 2024  
Report for period ending March 31, 2023 (Month 1 of 12)

Page 1 of 1

Percent of budget period elapsed: 8.3%

LOCATION	Enroll-ment	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD Totals	Kern/ SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	40	8,844	0	0	0	0	0	0	0	0	0	0	0	8,844	Kern	39,812	22%
Alicante	20	9,629	0	0	0	0	0	0	0	0	0	0	0	9,629	Kern	19,906	48%
Angela Martinez	60	7,132	0	0	0	0	0	0	0	0	0	0	0	7,132	Kern	59,718	12%
Broadway	40	5,844	0	0	0	0	0	0	0	0	0	0	0	5,844	Kern	39,812	15%
California City	20	2,826	0	0	0	0	0	0	0	0	0	0	0	2,826	Kern	19,906	14%
Cleo Foran	23	2,112	0	0	0	0	0	0	0	0	0	0	0	2,112	Kern	22,892	9%
Delano	76	16,031	0	0	0	0	0	0	0	0	0	0	0	16,031	Kern	75,643	21%
East California	52	6,966	0	0	0	0	0	0	0	0	0	0	0	6,966	Kern	51,756	13%
Fairfax	39	14,538	0	0	0	0	0	0	0	0	0	0	0	14,538	Kern	38,817	37%
Fairview	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Kern	0	#DIV/0!
Harvey L. Hall	140	13,116	0	0	0	0	0	0	0	0	0	0	0	13,116	Kern	139,343	9%
Heritage	20	6,419	0	0	0	0	0	0	0	0	0	0	0	6,419	Kern	19,906	32%
Home Base	126	6,420	0	0	0	0	0	0	0	0	0	0	0	6,420	Kern	62,704	10%
Lamont	20	6,800	0	0	0	0	0	0	0	0	0	0	0	6,800	Kern	19,906	34%
Martha J. Morgan	71	16,660	0	0	0	0	0	0	0	0	0	0	0	16,660	Kern	70,667	24%
McFarland	20	18,674	0	0	0	0	0	0	0	0	0	0	0	18,674	Kern	19,906	94%
Mojave	20	19	0	0	0	0	0	0	0	0	0	0	0	19	Kern	19,906	0%
Oasis	45	12,945	0	0	0	0	0	0	0	0	0	0	0	12,945	Kern	44,789	29%
Pete H. Parra	128	24,949	0	0	0	0	0	0	0	0	0	0	0	24,949	Kern	127,399	20%
Planz	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Kern	0	#DIV/0!
Primeros Pasos	76	14,655	0	0	0	0	0	0	0	0	0	0	0	14,655	Kern	75,643	19%
Rosamond	60	2,878	0	0	0	0	0	0	0	0	0	0	0	2,878	Kern	59,718	5%
San Diego	32	6,659	0	0	0	0	0	0	0	0	0	0	0	6,659	Kern	31,850	21%
Seibert	20	2,192	0	0	0	0	0	0	0	0	0	0	0	2,192	Kern	19,906	11%
Shafter	20	4,881	0	0	0	0	0	0	0	0	0	0	0	4,881	Kern	19,906	25%
Shafter HS/EHS	24	3,630	0	0	0	0	0	0	0	0	0	0	0	3,630	Kern	23,887	15%
Sterling	124	15,196	0	0	0	0	0	0	0	0	0	0	0	15,196	Kern	123,418	12%
Stockdale Head Start	60	0	0	0	0	0	0	0	0	0	0	0	0	0	Kern	0	#DIV/0!
Sunrise Villa	20	2,259	0	0	0	0	0	0	0	0	0	0	0	2,259	Kern	19,906	11%
Taft	60	7,681	0	0	0	0	0	0	0	0	0	0	0	7,681	Kern	59,718	13%
Tehachapi	34	373	0	0	0	0	0	0	0	0	0	0	0	373	Kern	33,840	1%
Vineland	20	1,678	0	0	0	0	0	0	0	0	0	0	0	1,678	Kern	19,906	8%
Virginia	20	9,043	0	0	0	0	0	0	0	0	0	0	0	9,043	Kern	19,906	45%
Wesley	60	20,255	0	0	0	0	0	0	0	0	0	0	0	20,255	Kern	59,718	34%
Willow	40	10,165	0	0	0	0	0	0	0	0	0	0	0	10,165	Kern	39,812	26%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	0	Kern	0	0%
PC Planning		0	0	0	0	0	0	0	0	0	0	0	0	0	Kern	0	0%
PC By Laws		0	0	0	0	0	0	0	0	0	0	0	0	0	Kern	0	0%
Governance		428	0	0	0	0	0	0	0	0	0	0	0	428	Kern	15,000	3%
Program Services		12,394	0	0	0	0	0	0	0	0	0	0	0	12,394	Kern	74,265	17%
California Street	24	5,167	0	0	0	0	0	0	0	0	0	0	0	5,167	SJC	39,646	13%
Chrisman	16	4,794	0	0	0	0	0	0	0	0	0	0	0	4,794	SJC	26,431	18%
Glanone	0	0	0	0	0	0	0	0	0	0	0	0	0	0	SJC	0	#DIV/0!
Kennedy	16	1,373	0	0	0	0	0	0	0	0	0	0	0	1,373	SJC	26,431	5%
Lodi Home Base	30	7,022	0	0	0	0	0	0	0	0	0	0	0	7,022	SJC	24,779	28%
Lodi UCC	30	6,058	0	0	0	0	0	0	0	0	0	0	0	6,058	SJC	49,558	12%
Manteca Home Base	11	6,619	0	0	0	0	0	0	0	0	0	0	0	6,619	SJC	9,086	73%
Marci Massel	24	1,916	0	0	0	0	0	0	0	0	0	0	0	1,916	SJC	39,646	5%
St. Mary's	24	4,207	0	0	0	0	0	0	0	0	0	0	0	4,207	SJC	39,646	11%
Stockton Home Base	78	9,353	0	0	0	0	0	0	0	0	0	0	0	9,353	SJC	64,425	15%
Tracy Home Base	12	6,099	0	0	0	0	0	0	0	0	0	0	0	6,099	SJC	9,912	62%
Walnut	24	2,953	0	0	0	0	0	0	0	0	0	0	0	2,953	SJC	39,646	7%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	0	SJC	0	0%
Program Services		0	0	0	0	0	0	0	0	0	0	0	0	0	SJC	0	0%
Policy Council		0	0	0	0	0	0	0	0	0	0	0	0	0	SJC	0	0%
<b>SUBTOTAL IN-KIND</b>	<b>1,919</b>	<b>349,853</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>349,853</b>	<b>0</b>	<b>1,958,398</b>	<b>18%</b>
x																	
State General Child Care*		273,064	0	0	0	0	0	0	0	0	0	0	0	273,064	Kern	3,297,554	8%
State Preschool*		623,046	0	0	0	0	0	0	0	0	0	0	0	623,046	Kern	6,413,658	10%
State Migrant Child Care*		5,212	0	0	0	0	0	0	0	0	0	0	0	5,212	Kern	245,034	2%
<b>SUBTOTAL CA DEPT of ED</b>		<b>901,323</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>901,323</b>	<b>0</b>	<b>9,956,246</b>	<b>9%</b>
x																	
State General Child Care*		96,972	0	0	0	0	0	0	0	0	0	0	0	96,972	SJC	1,175,152	8%
<b>SUBTOTAL CA DEPT of ED</b>		<b>96,972</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>96,972</b>	<b>0</b>	<b>1,175,152</b>	<b>8%</b>
<b>GRAND TOTAL</b>		<b>1,348,148</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,348,148</b>		<b>13,089,796</b>	<b>10%</b>
														CCP In-Kind			
														113,252			
														Total In-kind			
														1,461,400			

Community Action Partnership of Kern  
Early Head Start Child Care Partnerships  
Non-Federal Share and In-Kind Year-to-Date Report  
Budget Period: March 1, 2023 through March 31, 2023  
Report for period ending March 31, 2023 (Month 1 of 12)

Percent of year elapsed: 0.083%

LOCATION	FUNDED ENROLL- MENT	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Angela Martinez	24	2,098	0	0	0	0	0	0	0	0	0	0	0	2,098	103,398	2%
Kern Community College District - BC	32	27,484	0	0	0	0	0	0	0	0	0	0	0	27,484	137,864	20%
KCSOS - Blanton	16	33,685	0	0	0	0	0	0	0	0	0	0	0	33,685	68,932	49%
Garden Pathways	11	0	0	0	0	0	0	0	0	0	0	0	0	0	47,391	0%
Taft College	42	49,928	0	0	0	0	0	0	0	0	0	0	0	49,928	180,947	28%
Escuelita Hernandez	16	57	0	0	0	0	0	0	0	0	0	0	0	57	68,932	0%
TBD	11	0	0	0	0	0	0	0	0	0	0	0	0	0	47,391	0%
Program Services		0	0	0	0	0	0	0	0	0	0	0	0	0		
Admin Services		0	0	0	0	0	0	0	0	0	0	0	0	0		
<b>GRAND TOTAL</b>	<b>152</b>	<b>113,252</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>113,252</b>	<b>654,854</b>	<b>17%</b>





## MEMORANDUM

To: Budget & Finance Committee

From: Wilfredo Cruz, Energy Program Administrator

Date: May 24, 2023

Subject: Resolution to Approve the Submission of the 2023 Supplemental Low-Income Home Energy Assistance Program (SLIHEAP) Contract 23Q-5561  
– **Action Item**

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On May 4, 2023, our agency received the 2023 SLIHEAP grant award from the Department of Community Services and Development (CSD). This grant is supported by the United States Department of Health and Human Services under the Infrastructure Investment and Jobs Act (IIJA). The contract period will run from May 1, 2023, through May 31, 2024 with a total allocation of \$284,366.00.

The contract allows CAPK's Energy Program to assist eligible low-income Kern County households with their heating and cooling energy costs payment assistance at no cost to the participants. This contract does not provide funds for weatherization, only utility assistance. The contract supports federal and state efforts to address the concerns of rising energy prices and to assist low-income households with heating and cooling costs. The work being completed connects to CAPK's mission and Strategic Goal 3, advancing economic empowerment and financial stability for low-income people in the community we serve.

In order to execute this contract a Board Resolution must be submitted with the contract package.

### **Recommendation:**

Staff recommends the Board of Directors approve, with Resolution, the 2023 SLIHEAP contract number 23Q-5561 and authorize the Chief Executive Officer to execute the contract and any future amendments.

### **Attachments:**

Resolution #2023-08  
CSD 2022 SLIHEAP Contract #23Q-5561



## RESOLUTION #2023-08

### **A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the 2023 SLIHEAP Contract**

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on May 31, 2023, in Bakersfield, California at a regular scheduled Board meeting and resolved as follows:

**WHEREAS**, Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

**WHEREAS**, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of “Helping People, Changing Lives” in its quest to assist people in need, and families with minimal or no resources; and

**WHEREAS**, the State of California Department of Community Services and Development has made available SLIHEAP funds for 2023; and

**WHEREAS**, the State of California Department of Community Services and Development has offered a 2023 SLIHEAP Contract to the Partnership; and

**WHEREAS**, the State of California Department of Community Services and Development requires that an authorized signatory be named for the 2023 SLIHEAP contract.

**NOW, THEREFORE**, be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer, to act on behalf of the Board as the Partnership’s representative signatory with regard to the submission of the 2023 SLIHEAP Contract and any subsequent amendments during the contract period.

**APPROVED** by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 31st day of May 2023.

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Fred Plane, Chair  
CAPK Board of Directors

---

Date

## STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**STANDARD AGREEMENT**

STD. 213 (Rev 03/2019) CSD (Rev 07/2019)

AGREEMENT NUMBER

**23Q-5561**

PURCHASING AUTHORITY NUMBER (if applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below

CONTRACTING AGENCY NAME

**Department of Community Services and Development**

CONTRACTOR NAME

**Community Action Partnership of Kern**

2. The term of this Agreement is: May 1, 2023 through May 31, 2024

3. The maximum amount of this Agreement is: Total \$284,366.00

4. The parties agree to comply with the terms and conditions of the following exhibits that are by this reference made a part of the Agreement:

Preamble\*

Article 1 - Scope of Work

Article 2 - Contract Administration and Procedure

Article 3 - Contract Changes

Article 4 - Administrative Policies and Procedures

Article 5 - Administrative and Program Expenditures Requirements

Article 6 - Reporting Policies and Procedures

Article 7 - Program Policies and Procedures

Article 8 - Program Implementation

Article 9 - Compliance Policies and Procedures

Article 10 - Federal and State Policy Provisions

Article 11 - General Terms and Conditions GTC 04/2017

Article 12 - Definitions

Article 13 - Table of Forms and Documents Incorporated by Reference

**IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO****CONTRACTOR**

California  
Department of General Services  
Approval (or exemption, if applicable)

CONTRACTOR NAME (If other than an individual, state whether a corporation, partnership, etc.)

**Community Action Partnership of Kern**

CONTRACTOR BUSINESS ADDRESS, CITY, STATE ZIP

5005 Business Park North, Bakersfield, CA 93309

PRINTED NAME OF PERSON SIGNING

TITLE

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

I hereby certify that all conditions for exemption have been complied with, and the document is exempt from the Department of General Services approval.

**STATE OF CALIFORNIA**

CONTRACTING AGENCY NAME

**Department of Community Services and Development**

CONTRACTING AGENCY ADDRESS

**2389 Gateway Oaks Drive, Suite 100**

CITY

**Sacramento**

STATE

**CA**

ZIP

**95833**

PRINTED NAME OF PERSON SIGNING

**Chris Vail**

TITLE

**Chief Financial Officer**

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED



## MEMORANDUM

To: Budget and Finance Committee  
*Tracy Webster*  
From: Tracy Webster, Chief Financial Officer  
Date: May 24, 2023  
Re: Agenda Item 4c: Cost of Living Adjustment (COLA) for All Employee Wages –  
**Action Item**

---

The approved federal budget includes funding for a 5.6% Cost-of-Living Adjustment (COLA) for our Head Start group of contracts. This will provide for a 5.6% contract increase, including a wage adjustment for all employees in the Head Start family of programs. The Head Start family of programs, comprising Head Start, Early Head Start, State Childcare, Central Kitchen, Partnerships and San Joaquin County includes approximately 600 employees of the CAPK total 900 employees.

The Board of Directors previously approved the 5.6% COLA for Kern Head Start and San Joaquin Early Head Start.

Historically, we have not been able to offer a regular schedule of COLA increases to our employees. We are bound by federal and state budgets and ultimately contracts that dictate our funding levels. Occasionally one of our funding sources approves a budget increase specifically designated for an employee wage COLA. When that does occur, especially in a large group such as Head Start, we utilize and leverage the increase to spread the COLA to the entire CAPK staff. The most recent COLA approved for employee wages was a 2.28% increase effective March 2022, 2.0% increase effective March 2021, and a 2.0% increase effective March 2020.

The Chiefs, Division Directors, and Program Managers routinely work at planning and budgeting for a possible COLA. All current program budgets include a wage COLA in their operational budgets for the 2023-24 budget year. The effective date of the COLA for each program or contract may vary, depending on each contract's requirements and funding levels. We plan to implement the COLA during payroll cycles in June.

### Recommendation:

Staff recommend approval to implement an agency-wide COLA of 5.6%. This increase would not apply to the Chief Executive Officer. Staff recommends that the COLA be applied with the attached effective dates subject to each individual contract requirements and funding levels.

### **Attachments:**

Resolution No. 2023-09

COLA Adjustment Schedule

2023-24 CAPK Compensation Schedule



## RESOLUTION # 2023-09

### **A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Cost-of-Living Adjustment (COLA) For CAPK Head Start Staff And Staff Not Covered with the Head Start / Early Head Start COLA**

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on May 31, 2023, at a regular scheduled meeting and resolved as follows:

**WHEREAS**, Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

**WHEREAS**, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of “Helping People, Changing Lives” in its quest to assist people in need, and families with minimal or no resources; and

**WHEREAS**, the Head Start / Early Head Start programs has submitted all required paperwork to receive the approved 5.6 percent Cost of Living Adjustment (COLA) funding application for the Head Start / Early Head Start program (09CH011132); and

**WHEREAS**, the Executive Leadership Staff identified all employees are not covered by the Head Start / Early Head Start COLA, and recommends a similar COLA as detailed in Attachment “A”.

**NOW, THEREFORE**, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer, to initiate a wage COLA for CAPK staff covered by the Head Start funding and staff not covered by the Head Start / Early Head Start COLA, and as detailed in Attachment “A”.

**APPROVED** by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 31<sup>st</sup> day of May 2023.

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Fred Plane, Chair  
CAPK Board of Directors

---

Date

COMMUNITY ACTION PARTNERSHIP OF KERN  
Cost of Living Adjustment (COLA)  
FISCAL YEAR 2023/24

<u>Fund Description</u>	<u>% COLA</u>		<u>RETRO</u>	
	<u>Effective Date</u>	<u>Pay Date</u>	<u>Effective Day</u>	<u>Pay Date</u>
<u>Migrant Childcare Alternative Payment</u>	5/31/2023	TBD by Payroll	3/1/2023	TBD by Payroll
<u>WIC Family</u>	5/31/2023	TBD by Payroll	3/1/2023	TBD by Payroll
<u>East Kern Family</u>	5/31/2023	TBD by Payroll	3/1/2023	TBD by Payroll
<u>Senior Food Program</u>	5/31/2023	TBD by Payroll	3/1/2023	TBD by Payroll
<u>Youth Centers Family</u>	5/31/2023	TBD by Payroll	3/1/2023	TBD by Payroll
<u>Homeless Services</u>	5/31/2023	TBD by Payroll	3/1/2023	TBD by Payroll
<u>Energy Family</u>	5/31/2023	TBD by Payroll	3/1/2023	TBD by Payroll
<u>211 Family</u>	5/31/2023	TBD by Payroll	3/1/2023	TBD by Payroll
<u>CSBG Funds</u> (Includes the Food Bank, Friendship House, VITA, Shafter Youth Center, and 211)	5/31/2023	TBD by Payroll	3/1/2023	TBD by Payroll
<u>Indirect Fund</u>	5/31/2023	TBD by Payroll	3/1/2023	TBD by Payroll
<u>Employee Cost Pool</u>	5/31/2023	TBD by Payroll	3/1/2023	TBD by Payroll
<u>Head Start &amp; State Child Care Family</u>	5/31/2023	TBD by Payroll	3/1/2023	TBD by Payroll

NOTES:

- 1.) EFFECTIVE DATE: In order to be eligible for the COLA and the retroactive payment(s), employees must be employed on the effective date. Those that are not an active employee on the effective date will not receive the COLA or any retroactive payment(s).
- 2.) TBD BY PAYROLL: Payroll will determine the pay date for the retro-active payments, and will begin applying the COLA approved rates by program as identified in this document on the effective date.
- 3.) All effective and retro-active dates and increase are contingent upon the approval of the Head Start program COLA increase.
- 4.) All effective and retro-active COLA increases are subject to the individual contract provisions of each program. Some program contracts may not permit COLA salary increases and/or retro-active payments.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## COMPENSATION SCHEDULE

2023-24

Effective March 1, 2023

Job Classification/Position Title	Salary Grade	Exempt Status
211 Program Specialist	6	
211 Supervisor - 211/Operations	9	X
Accountant I - Finance	10	
Accountant II - Finance	11	
Accounting Administrator	12	X
Accounting Clerk - Finance	5	
Accounting Manager - Finance	11	X
Accounting Specialist	8	
Accounting Technician	8	
Accounts Payable Supervisor	10	X
Activity Specialist - FHCC SYC - Community Development	4	
Administrative Analyst	9	
Administrative Assistant - Community Development	1	
Administrative Assistant - FHCC - Community Development	6	
Administrative Assistant - Head Start	6	
Administrative Assistant - VITA	1	
Administrative Clerk - MCAP - Health & Nutrition	1	
Administrative Coordinator - CEO/Administration	9	
Advocacy & Public Relations Manager	11	X
Agency Relations Coordinator - Food Bank	8	
Assessor I - Energy	7	
Assessor II - Energy	8	
Assistant Director of EHS - San Joaquin	13	X
Assistant Director of Head Start/ State Child Development	13	X
Assistant Director of Operations	13	X
Assistant Teacher - Early Head Start	3	
Assistant Teacher - Head Start	3	
Assistant Teacher Substitute - Head Start	2	
Assistant to the Director	8	
Assistant to the Director Head Start / State Child Development	8	
Associate Director of Development	12	
Associate Teacher - Head Start	3	
Associate Teacher Floater- Head Start	3	
Attendance Coordinator	9	X
Attendance Technician	5	
Benefits Specialist - HR	9	
Billing Technician - Energy	8	
Breastfeeding Education Coordinator/Peer Counselor Supervisor - WIC	11	

# COMMUNITY ACTION PARTNERSHIP OF KERN

## COMPENSATION SCHEDULE

2023-24

Effective March 1, 2023

Job Classification/Position Title	Salary Grade	Exempt Status
Business Contracts Specialist - Operations	9	
Business Manager - Operations	11	X
Business Technician - Operations	8	
CACFP Monitor	8	
Cal Fresh Health Living Health Educator	8	
Cal Fresh Health Living Program Administrator	12	X
Cal Fresh Health Living Program Assistant	4	
Cal Fresh Health Living Program Coordinator	10	
Case Manager - Eastern Kern Resource Center - Health& Nutrition	6	
Chief Financial Officer	16	X
Chief Program Officer	16	X
Child Care Partnership Program Manager	11	X
Classroom Aide	1	
Community Development Specialist - Comm. Development	8	
Content Area Specialist - Disabilities	8	
Content Area Specialist - Health	8	
Content Area Specialist - Nutrition	8	
Content Area Specialist - Wellness	8	
Cook - Central Kitchen - Health & Nutrition	2	
Coordinated Entry Services (CES) Manager	10	X
Coordinated Entry Services (CES) Supervisor	9	X
CSFP Coordinator	7	
CSFP Program Assistant - Food Bank - Health & Nutrition	4	
Curriculum Specialist	8	
Custodian Head Start	1	
Data Analyst - Head Start	8	
Data Entry Clerk - San Joaquin	2	
Data Entry Technician - Energy	2	
Development Specialist - 211	6	
Director of Administration	14	X
Director of Community Development	14	X
Director of Finance	14	X
Director of Head Start/ State Child Development	14	X
Director of Health & Nutrition	14	X
Director of Human Resources	14	X
Director of Operations	14	X
Drafting GIS Specialist	10	
Driver - Food Bank - Health & Nutrition	1	



# COMMUNITY ACTION PARTNERSHIP OF KERN

## COMPENSATION SCHEDULE

2023-24

Effective March 1, 2023

Job Classification/Position Title	Salary Grade	Exempt Status
Early Childhood Educator/Case Manager - EKFRFC - Health & Nutrition	6	
Early Head Start Teacher Permit - Head Start	5	
Early Head Start Teacher AA Degree - Head Start	6	
Early Head Start Teacher BA Degree - Head Start	8	
East Kern Family Resource Center Program Supervisor - Health & Nutrition	9	
Education Coordinator - Head Start	9	X
Education Manager - Head Start	10	X
Education Support Services Administrator - Head Start	12	X
EHS Assistant Teacher - Head Start	2	
EHS Program Coordinator	11	X
Eligibility Specialist - Energy	8	
Eligibility Technician - Energy	5	
Energy Program Assistant	4	
Enrollment and Attendance Coordinator	9	X
Enrollment and Attendance Manager	10	X
Enrollment Specialist	8	
Enrollment Technician	5	
Equipment Supply Clerk - WIC	2	
Facilities Specialist - Operations	9	X
Facility Manager - Operations	10	X
Family Advocate	5	
Family Engagement Specialist	8	
Family Engagement Specialist / Home Base Supervisor	9	X
Family Service Coordinator - MCAP - Health & Nutrition	9	
Family Service Specialist - MCAP - Health Nutrition	8	
Family Service Specialist II - MCAP - Health Nutrition	8	
Family Service Worker - Head Start	6	
Family Services & Disability Supervisor - Head Start	9	X
Finance Administrator - Head Start	12	X
Fingerprint Clerk	5	
Fiscal Coordinator - Energy	9	X
Fiscal Specialist - Head Start	9	
Fiscal Specialist - Operations	7	
Fiscal Technician - Energy	8	
Food Bank Administrative Supervisor	9	
Food Bank Pantry Technician	5	
Food Bank Volunteer Technician	5	
Food Production Driver - Central Kitchen - Health & Nutrition	2	

# COMMUNITY ACTION PARTNERSHIP OF KERN

## COMPENSATION SCHEDULE

2023-24

Effective March 1, 2023

Job Classification/Position Title	Salary Grade	Exempt Status
Food Production Supervisor	7	
Food Service Administrator - Central Kitchen - Health & Nutrition	12	
Food Service Clerk - Central Kitchen - Health & Nutrition	2	
Food Service Manager - Central Kitchen - Health & Nutrition	11	X
Food Service Technician - Central Kitchen - Health & Nutrition	5	
Food Service Worker - Head Start	1	
Food Services Supervisor - Central Kitchen - Health & Nutrition	7	
Food Sourcing - Food Bank - Health & Nutrition	7	
Grant Administrator	12	X
Head Start Program Administrator	12	X
Health & Nutrition Supervisor - Head Start	9	X
Health & Safety Supervisor - HR	10	X
Health Coordinator - Head Start	8	
Health Educator - SYC - Community Development	8	
Health Service Nurse - Head Start	8	
Home Base Educator - Head Start	6	
Home Base Educator EHS - Head Start	6	
Home Base Supervisor - Head Start	8	
Home Visiting Initiative Home Visitor	6	
Home Visiting Initiative Liaison	9	
Home Visiting Initiative Program Manager	11	X
Homeless Food Prep Assistant	2	
Homeless Food Prep Coordinator	6	
Homeless Food Prep Lead	4	
Homeless Services Operations Manager	10	X
Homeless Program Coordinator	6	
Homeless Program Administrator	12	X
Homeless Program Supervisor	9	X
Homeless Shelter Worker	3	
Homeless Volunteer Coordinator	6	
Housing Navigator - CES	6	
Housing Services Navigator	6	
Housing Services Program Manager	10	X
Housing Services Program Specialist	7	
HR Specialist - HR San Joaquin	9	
Human Resources Administrator - HR	12	X
Human Resources Generalist/Recruiting Supervisor - HR	10	X
Human Resources Manager	11	X

# COMMUNITY ACTION PARTNERSHIP OF KERN

## COMPENSATION SCHEDULE

2023-24

Effective March 1, 2023

Job Classification/Position Title	Salary Grade	Exempt Status
Human Resources Technician - HR	6	
Inclusion and Wellness Coordinator	8	
Inclusion and Wellness Coordinator - San Joaquin	9	
Information & Referral Specialist -211/Operations	3	
Information Systems Business Analyst I	10	X
Information Systems Business Analyst II	11	X
Information Systems Developer	10	
Information Systems Manager	11	X
Information Systems Specialist I - Operations	8	
Information Systems Specialist II - Operations	9	
Information Technology Administrator	12	X
Information Technology Infrastructure Manager	11	X
Lead Administrative Clerk - Food Bank - Health & Nutrition	3	
Lead Driver- Central Kitchen - Health & Nutrition	3	
Lead Warehouse Specialist - Food Bank - Health & Nutrition	6	
Local Vendor Liaison - WIC	8	
Maintenance Supervisor - Operations	9	X
Maintenance Technician I - Operations	2	
Maintenance Technician II - Operations	3	
Mentor Coach - Head Start	8	
Mentor Coach II - Head Start	8	
Migrant Childcare Family Services Manager	11	X
Migrant Childcare Outreach Coordinator	9	
Migrant Childcare Outreach Specialist	8	
Migrant Childcare Outreach Technician	6	
Migrant Childcare Subsidized Reimbursement Manager	11	X
Migrant Childcare Quality Assurance Coordinator	9	
Migrant Childcare Quality Assurance Specialist	8	
Migrant Childcare Quality Assurance Technician	5	
Multimedia Specialist	9	
Network Engineer	10	X
Nutrition Education Supervisor - WIC	11	X
Office Assistant - EKFRS - Health Nutrition	1	
Operations Coordinator - WIC	9	
Operations Supervisor - Food Bank - Health & Nutrition	9	
Operations Technician - Energy	6	
Outreach & Communications Supervisor	10	
Outreach & Public Relations Coordinator - WIC	7	

# COMMUNITY ACTION PARTNERSHIP OF KERN

## COMPENSATION SCHEDULE

2023-24

Effective March 1, 2023

Job Classification/Position Title	Salary Grade	Exempt Status
Outreach Specialist - Energy	6	
Outreach Specialist - Food Bank - Health & Nutrition	6	
Outreach Specialist - VITA	6	
Outreach Specialist - Community Development	8	
Partnership Administrator	12	X
Partnership Coordinator - EHS- Head Start	11	X
Payroll Specialist - Finance	8	
Payroll Supervisor - Finance	10	X
Payroll/HRIS Administrator - Finance	12	X
Professional Development Coordinator	9	X
Professional Development Technician	4	
Program Administrator - 211	12	X
Program Administrator - Energy	12	X
Program Administrator - Food Bank	12	X
Program Administrator - MCAP	12	X
Program Administrator - WIC	12	X
Program Assistant - Head Start	3	
Program Assistant/Translator Head Start	4	
Program Coordinator Coordinated Entry Systems	9	X
Program Design & Management Administrator - Head Start	12	X
Program Education Assistant - Head Start	3	
Program Educator - FHCC - Comm. Development	8	
Program Educator - Housing Services	6	
Program Governance Coordinator - Head Start	8	
Program Manager - Americorps	10	X
Program Manager - Energy	11	X
Program Manager - FHCC - Comm. Development	9	X
Program Manager - Head Start	11	X
Program Manager - SYC - Comm. Development	9	X
Program Manager - WIC	11	X
Program Manager VITA - Comm. Development	9	X
Program Specialist Coordinated Entry System	6	
Quality Assurance Assistant	3	
Quality Assurance Coordinator	8	
Quality Assurance Manager	10	X
Quality Assurance Technician	4	
Quality Reviewer - VITA	4	
Receptionist - Administration	3	

# COMMUNITY ACTION PARTNERSHIP OF KERN

## COMPENSATION SCHEDULE

2023-24

Effective March 1, 2023

Job Classification/Position Title	Salary Grade	Exempt Status
Receptionist - WIC	3	
Regional Breast Feeding Liaison - WIC	9	
Regional Breast Feeding Liaison Assistant - WIC	4	
Rental Assistance Program Supervisor	9	X
Risk Management Supervisor - Operations	9	X
Senior Community Development Specialist I	10	X
Senior Community Development Specialist II	11	X
Senior Information and Referral Specialist - 211/Operations	4	
Services Clerk - MCAP - Health & Nutrition	1	
Shift Leader - Central Kitchen - Health & Nutrition	2	
Site Coordinator - VITA - Community Development	6	
Site Supervisor I - Head Start	7	
Site Supervisor II - Head Start	8	
Staff Development Supervisor - WIC	11	
Staffing Specialist - HR	8	
Subsidized Reimbursement Coordinator - MCAP - Health & Nutrition	9	
Subsidized Reimbursement Specialist - MCAP - Health & Nutrition	8	
Teacher - Permit - Head Start	5	
Teacher - AADegree - Head Start	6	
Teacher - BA Degree - Head Start	8	
Transport Driver	2	
Utility Assistance & Outreach Manager - Energy	11	X
Utility Assistance Supervisor - Energy	8	
Warehouse Operations Coordinator Food Bank	8	
Warehouse Specialist - Food Bank - Health & Nutrition	3	
Weatherization Assistant Manager - Energy	10	
Weatherization Inspector I - Energy	9	
Weatherization Inspector II - Energy	9	
Weatherization Installer I - Energy	6	
Weatherization Installer II - Energy	7	
Weatherization Manager - Energy	11	X
Weatherization Scheduler	4	
WIC Administrative Coordinator	10	
WIC Clerk - WIC	2	
WIC Degreed Nutritionist - WIC	9	
WIC Nutrition Assistant - WIC	3	
WIC Nutrition Assistant II - WIC	3	
WIC Nutrition Assistant III - WIC	3	

## COMMUNITY ACTION PARTNERSHIP OF KERN

### COMPENSATION SCHEDULE

2023-24

Effective March 1, 2023

<b>Job Classification/Position Title</b>	<b>Salary Grade</b>	<b>Exempt Status</b>
WIC Nutrition Assistant IV - WIC	4	
WIC Training Coordinator	10	
WNA/Peer Counselor - WIC	3	
WNAIII/Peer Counselor Supervisor - WIC	3	
WNAIII/Peer Counselor Support - WIC	3	

**SEIU BARGAINING UNIT COMPENSATION SCHEDULE**  
**2023-24 - 5.6% COLA**

Board Approved: TBD

**UNIT A**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>
Head Start Teacher	19.68	19.97	-	-	-	-	-	-
Teacher I (Permit)	23.15	23.50	23.84	24.20	24.57	-	-	-
Teacher I	25.06	25.44	25.83	26.20	26.60	27.00	27.41	27.83
Teacher II								
EHS Teacher								
Teacher I (Permit)	19.68	19.97	-	-	-	-	-	-
Teacher I	23.15	23.50	23.84	24.20	24.57	-	-	-
Teacher II	25.06	25.44	25.83	26.20	26.60	27.00	27.41	27.83
Family Service Worker	20.25	20.55	20.87	21.18	21.49	-	-	-
Assistant Teacher	17.28	17.54	17.80	-	-	-	-	-
Classroom Aide	16.37	-	-	-	-	-	-	-
Food Service Worker	16.74	-	-	-	-	-	-	-

**UNIT B**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>
Food Production Driver	17.83	18.09	18.36	18.64	18.92	-	-	-
Lead Production Driver	18.90	19.18	19.47	19.77	20.05	-	-	-
Shift Leader	18.90	19.18	19.47	19.77	20.05	-	-	-
Cook	17.28	17.54	17.80	18.07	18.34	-	-	-
Custodian	16.37	-	-	-	-	-	-	-

**UNIT C**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>
Maintenance Tech I	18.90	19.18	19.47	19.77	20.05	-	-	-
Maintenance Tech II	21.06	21.37	21.70	22.02	22.36	-	-	-

# Community Action Partnership of Kern

## 2023-24 - PROPOSED 5.6% COLA

Board Approved: TBD

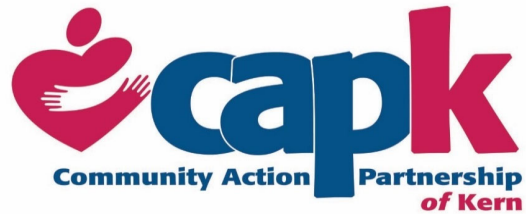
Compensation Structure							
Grade	Annual Breakdown*				Hourly Breakdown		
	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
17 ***	\$154,148.80	\$192,670.40	\$212,100.00		\$74.11	\$92.63	\$101.97
16	\$134,056.00	\$167,523.20	\$201,052.80		\$64.45	\$80.54	\$96.66
15	\$116,563.20	\$145,683.20	\$174,844.80		\$56.04	\$70.04	\$84.06
14	\$101,337.60	\$126,692.80	\$152,048.00		\$48.72	\$60.91	\$73.10
13	\$88,129.60	\$110,156.80	\$132,184.00		\$42.37	\$52.96	\$63.55
12	\$76,648.00	\$95,784.00	\$114,961.60		\$36.85	\$46.05	\$55.27
11	\$66,664.00	\$83,324.80	\$99,985.60		\$32.05	\$40.06	\$48.07
10	\$57,990.40	\$72,446.40	\$86,944.00		\$27.88	\$34.83	\$41.80
9 **	\$50,356.80	\$63,024.00	\$75,628.80		\$24.21	\$30.30	\$36.36
8	\$43,867.20	\$54,787.20	\$65,748.80		\$21.09	\$26.34	\$31.61
7	\$40,476.80	\$47,611.20	\$54,787.20		\$19.46	\$22.89	\$26.34
6	\$37,648.00	\$44,324.80	\$50,960.00		\$18.10	\$21.31	\$24.50
5	\$35,027.20	\$41,225.60	\$47,382.40		\$16.84	\$19.82	\$22.78
4	\$32,572.80	\$38,396.80	\$44,137.60		\$15.66	\$18.46	\$21.22
3	\$32,240.00	\$35,672.00	\$41,059.20		\$15.50	\$17.15	\$19.74
2	\$32,240.00	\$33,176.00	\$38,147.20		\$15.50	\$15.95	\$18.34
1	\$32,240.00	\$32,240.00	\$35,464.00		\$15.50	\$15.50	\$17.05

\* Based on 2,080 annual hours

\*\* As of 1/1/2022 - Grade 9 is the minimum an exempt employee can be classified

\*\*\* Maximum of grade may not exceed Level II of the Federal Executive Schedule (EX)





## BUDGET AND FINANCE COMMITTEE

MAY 24, 2023

### FINANCIAL REPORT

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**COMMUNITY ACTION PARTNERSHIP OF KERN  
SCHEDULE OF PROGRAMS (FUNDS)  
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
<b><u>UNRESTRICTED</u></b>						
GENERAL FUND			NOT APPLICABLE	03/01/23 - 02/28/24	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/23 - 02/28/24	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/23 - 02/28/24	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
FOOD BANK EXPANSION			NOT APPLICABLE	03/01/23 - 02/28/24	505	DONATIONS
ENERGY			NOT APPLICABLE	03/01/23 - 02/28/24	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/23 - 02/28/24	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/23 - 02/28/24	531	DONATIONS, RENTAL INCOME
EAST KERN FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/23 - 02/28/24	533	DONATIONS
OASIS FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/23 - 02/28/24	534	DONATIONS
211			NOT APPLICABLE	03/01/23 - 02/28/24	536	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/23 - 02/28/24	541	DONATIONS
TAX ASSISTANCE			NOT APPLICABLE	03/01/23 - 02/28/24	545	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/23 - 02/28/24	595	DONATIONS
<b><u>RESTRICTED</u></b>						
EARLY HEAD START/HEAD START	29,150,876	93.600	09CH011132-05	03/01/23 - 02/28/24	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	7,317,893	93.600	09CH011132-05	03/01/23 - 02/28/24	117	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D042103	08/01/22 - 07/31/23	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	244,868	21.009	23VITAA0166	10/01/22 - 09/30/23	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,756,701	93.569	23F - 4015	01/01/23 - 12/31/23	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	9,438,248 7,083,340	93.568 93.568	22B - 4012 23B - 5013	11/01/21 - 06/30/23 11/01/22 - 06/30/24	122-31 122-32	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
SLIHEAP (SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	208,133	93.568	22Q-4561	09/01/22 - 06/30/23	122-42	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
ESLIHEAP (EMERGENCY SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	5,432,583	93.568	22J-5716	04/1523 - 05/31/25	122-43	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

**COMMUNITY ACTION PARTNERSHIP OF KERN  
SCHEDULE OF PROGRAMS (FUNDS)  
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024**

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PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM) ARPA	9,870,655	93.568	21V-5561	08/01/21 - 03/31/23	122-41	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
ESLIHEAP (EMERGENCY SUPPLEMENTAL LOW-INCOME ENERGY ASSISTANCE PROGRAM)	5,432,583	93.568	23J-5716	04/15/23 - 05/31/25	122-42	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHWAP (LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM)	537,098	93.499	21Z-9556	04/01/22 - 08/31/23	124	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	677,192	93.575	CCTR - 2058	07/01/22 - 06/30/23	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	275,855	93.596	CCTR - 2058	07/01/22 - 06/30/23	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT ALTERNATIVE PAYMENT	5,643,428	93.575	CMAF - 2000	07/01/22 - 06/30/23	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT CHILD CARE	2,088	93.575	CMIG - 2004	07/01/22 - 06/30/23	250	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
NEOPB CAL FRESH HEALTHY LIVING	1,816,697	10.561	19-10324 A01	10/01/22 - 09/30/23	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE CAPABILITY	10,000	93.074	659 - 2017	PENDING	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	388,468	10.568/ .569	15 - MOU - 00118	10/01/22 - 09/30/23	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP REACH AND RESILIENCY	96,159	10.568	15 - MOU - 00118	06/13/22 - 06/30/24	105-103	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
SNFMP (SENIOR FARMERS MARKET NUTRITION PROGRAM)	17,000	10.576		7/1/2020 - TBD	113	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S Phase 39	50,638	97.024		4/1/2022 - 5/31/2023	114	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S ARPA	156,509	97.024		7/1/2022 - 3/31/2023	114-094	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
LOCAL FOOD PURCHASE ASSISTANCE PROGRAM (LFPA)	815,097	10.182		PENDING	131	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

**COMMUNITY ACTION PARTNERSHIP OF KERN  
SCHEDULE OF PROGRAMS (FUNDS)  
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
SAFE CAMPING - COUNTY OF KERN	1,212,423	21.027		7/1/2022 - 6/30/2023	142-000	U S DEPT OF TREASURY CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF) FROM AMERICAN RESCUE PLAN, COUNTY OF KERN
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	437,459	10.565	MOU-20-6003	10/01/22 - 09/30/23	147	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN	BASED ON MEALS SERVED	10.558	15 - 1248 - OJ	10/01/22 - 09/30/23	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,277,247	10.557	22 - 10236	10/01/22 - 09/30/23	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
ASTHO VACCINE EQUITY PROJECT	575,000	93.185	00-FE-3400-01-00	05/01/22 - 06/30/23	151	US DEPARTMENT OF HEALTH AND HUMAN SERVICES / CENTERS OF DISEASE CONTROL AND PREVENTION, ASSOCIATION OF STATE AND TERRITORIAL HEALTH OFFICIALS (ASTHO)
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROGRAM	107,627	10.561	22 - CF - SUB - KERN	10/01/22 - 09/30/23	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
HUD COMMUNITY PROJECT FUNDING - FOOD BANK EXPANSION	3,000,000	14.251	B-22-CP-CA-0119	11/01/22 - 08/31/30	168	DEPARTMENT OF URBAN HOUSING AND DEVELOPMENT
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	20,000	84.412	N/A	07/01/22 - 06/30/23	117-005	U.S. DEPT OF EDUCATION - STATE OF CALIFORNIA, DEPT OF EDUCATION - FIRST 5 CALIFORNIA, COUNTY OF SAN JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP
BCSD CA SCHOOL COMMUNITY PARTNERSHIP	500,000	N/A		08/03/2022 - 06/30/2027	205	STATE OF CALIFORNIA, DEPT OF EDUCATION, BAKERSFIELD CITY SCHOOL DISTRICT (BCSD)
CITY OF BAKERSFIELD - FHCC SPORTS FIELD	1,000,000	N/A	2023 - 073	07/01/2022 - 07/30/2026	231	STATE OF CALIFORNIA, DEPT OF PARKS AND RECREATION, CITY OF BAKERSFIELD
CITY OF BAKERSFIELD CALVIP	578,731	N/A	2022-199	9/21/22-12/31/25	247	STATE OF CALIFORNIA, CORRECTIONS PLANNING AND GRANTS PROGRAMS, OFFICE OF GRANT AND LOCAL RESOURCES, CITY OF BAKERSFIELD
SAN JOAQUIN COE GENERAL CHILD CARE (CCTR)	1,571,900	PO23-01122	N/A	07/01/22 - 06/30/23	248	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/22 - 06/30/23	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
MIGRANT ALTERNATIVE PAYMENT	23,809,862		CMAF - 2000	07/01/22 - 06/30/23	261	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	3,043,423		CCTR - 2058	07/01/22 - 06/30/23	253	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

**COMMUNITY ACTION PARTNERSHIP OF KERN  
SCHEDULE OF PROGRAMS (FUNDS)  
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CALIFORNIA STATE PRESCHOOL PROGRAM	7,153,992		CSPP - 2120	07/01/22 - 06/30/23	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	291,239		CMIG - 2004	07/01/22 - 06/30/23	250	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT SPECIALIZED SERVICES	40,079		CMSS - 2004	07/01/22 - 06/30/23	252	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	1,466,598		21T-1015	12/01/21 - 06/30/23	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
HOME VISIT INITIATIVE (COUNTY OF KERN)	4,874,043		010 - 2023	07/01/22 - 06/30/23	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	70,000		509-2019	07/01/22 - 06/30/23	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	311,248		012 - 2023	07/01/22 - 06/30/23	274	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	2,108,229		017-2020	07/01/20-06/30/21	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE HOMELESS HOUSING ASSISTANCE AND PREVENTION (HHAP)	78,000		N/A	10/01/20 - 09/30/23	276	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE
FOOD BANK CAPACITY PROGRAM - FOOD BANK EXPANSION	4,859,606		SGRT-22-0012	07/01/21 - 06/30/26	215-100	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TAX CHECK - OFF (FOOD BANK)	13,749		15 MOU - 00118	07/01/22 - 06/30/23	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	242,527		15 MOU - 00118	07/01/22 - 06/30/23	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSOSTANCE CAL FOOD ONE-TIME FUNDS	3,669,360		N/A	07/01/22 - 06/30/23	216-102	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
BOARD OF STATE AND COMMUNITY CORRECTIONS WARM HAND-OFF	750,000		BSCC 1012-22	10/01/22 - 04/30/26	277	STATE OF CALIFORNIA, BOARD OF STATE AND COMMUNITY CORRECTIONS
DIFFERENTIAL RESPONSE SERVICES	240,727		N/A	07/01/22 - 06/30/23	280	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN

**COMMUNITY ACTION PARTNERSHIP OF KERN  
SCHEDULE OF PROGRAMS (FUNDS)  
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FIRST 5 KERN - HELPLINE 211	90,558 93,282		2020.2.05	07/01/22 - 06/30/23 07/01/23 - 06/30/24	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	144,951 147,799		2020.2.06	07/01/22 - 06/30/23 07/01/23 - 06/30/24	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	249,281 256,718		2020.1.06	07/01/22 - 06/30/23 07/01/23 - 06/30/24	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER	169,156 173,165		2020.2.18	07/01/22 - 06/30/23	286	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
SIERRA FOUNDATION - ASTHMA MITIGATION	500,000		N/A	08/01/20 - 05/15/23	290	STATE OF CALIFORNIA, DEPARTMENT OF HEALTH CARE SVCS, SIERRA FOUNDATION
UNITED WAY STANISLAUS - CES	402,525			07/01/22 - 03/31/23	292	STATE OF CALIFORNIA, HOUSING HOMELESS ASSISTANCE AND PREVENTION, UNITED WAY OF STANISLAUS COUNTY
COUNTY OF KERN HELPLINE 211	45,000		604-2022	07/01/22 - 06/30/23	389	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/22 - 06/30/23	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERV
SHAFTER YOUTH CENTER - COASTAL CLEAN-UP	4,000		N/A	05/28/22 - 08/31/23	527-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	05/28/22 - 08/31/23	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND
FRIENDSHIP HOUSE - ALBERTSONS STEM	4,868				531-266	ALBERTSONS COMPANIES FOUNDATION
211 LA County	10,000 15,000		N/A	11/01/22 - 06/30/23 07/01/23 - 06/30/24	536-230	CALIFORNIA 211 PROVIDERS NETWORK
211 KINGS COUNTY	22,868		N/A	07/01/22 - 06/30/23	536-231	KINGS UNITED WAY
211 TULARE COUNTY	63,017		N/A	07/01/22 - 06/30/23	536-232	UNITED WAY OF TULARE COUNTY
211 STANISLAUS COUNTY	93,600		N/A	07/01/22 - 06/30/23	536-234	UNITED WAY OF STANISLAUS COUNTY
211 FRESNO AND MADERA COUNTIES	96,737		N/A	01/01/23 - 12/31/23	536-235	UNITED WAY OF FRESNO AND MADERA COUNTIES
211 MERCED & MARIPOSA	25,910		N/A	07/1/22 - 06/30/23	536-235	UNITED WAY OF MERCED & MARIPOSA COUNTIES
FEEDING AMERICA SERVICE INSIGHTS	100,000		N/A	01/01/23 - TBD	423	FEEDING AMERICA SERVICE INSIGHTS

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PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FOOD BANK FREE FARMERS MARKET - WASCO	150,000		N/A	12/01/22 - 11/30/23	467	THE WONDERFUL COMPANY FOUNDATION
FARMWORKERS INITIATIVE	25,000		N/A	01/01/18 - TBD	456	BANK OF THE WEST
KERN FAMILY HEALTH SYSTEMS CAL AIM	PER VISIT			07/01/22 - TBD	550	KERN FAMILY HEALTH SYSTEMS

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**FUNCTIONAL CLASSIFICATIONS BY FUND**  
**FISCAL YEAR 2023/24**

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
103	Community Services Block Grant (CSBG)	X	X		X		X
501	General Fund				X		X
800	GAAP Fund						X
910	Community Development Pool				X		
915	Operations Pool			X	X		X
920	Facilities Pool						X
925	Health & Nutrition Pool	X	X		X		
999	Indirect Fund						X
502	Discretionary Fund					X	
595	Fund Raising					X	
108	Early Head Start	X					
109	Head Start	X					
117	Early Head Start San Joaquin	X					
117-005	EHS San Joaquin QRIS	X					
248	San Joaquin COE General Child Care (CCTR)	X					
250	Migrant Child Care	X					
252	Migrant Specialized	X					
253	General Child Care	X					
253-005	CCTR - QRIS	X					
258	California State Preschool (CSPP)	X					
258-005	CSPP QRIS	X					
260	Child Care Facilities	X					
261	Migrant Alternative Payment	X					
262/265	Child Development Reserve	X					
270	Home Visit Initiative	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
145	NEOPB Cal Fresh		X				
139	CACFP - San Joaquin		X				
	<u>Food Bank</u>		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
135	County of Kern CARES Food Delivery Program		X				
147	Commodity Supplemental Food Program		X				
175-032	CSBG Discretionary - Ridgecrest		X				
215	Food Bank Capacity Project		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
413	Resnick Foundation		X				
422	Feeding America Senior Hunger		X				
423	Feeding America Service Insights		X				
475	Wonderful Company Food Bank Expansion		X				
485	Southern California Gas Company (Solar)		X				
461	CAFB Food Access for Farmworkers Initiative		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				
505	Food Bank - Expansion		X				



**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**FUNCTIONAL CLASSIFICATIONS BY FUND**  
**FISCAL YEAR 2023/24**

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	<u>Energy</u>						
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
124	Low Income Home Water Assistance			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
484	DAP (Disgorgement Assistance Program)			X			
494	PG&E			X			
524	Energy			X			
	<u>VITA (Volunteer Income Tax Assistance)</u>						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	<u>East Kern Family Resource Center</u>						
171	Economic Empowerment				X		
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
286	First 5 Oasis Family Resource Center				X		
454	Dignity Health East Kern Health Link				X		
501-005	EKFRC: KHS Emergency Closet				X		
533	East Kern Family Resource Center				X		
534	Oasis Family Resource Center				X		
	<u>Youth Services</u>						
120	Information & Education				X		
271	Positive Youth Development Svcs				X		
274	Positive Youth Development Svcs-Medi-Cal				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
527-260	SYC - KHS Make Bakersfield				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
531-260	FHCC - KHS Museum on the Move				X		
	<u>Homeless Services</u>						
141	ESG CARES Act Homeless Services				X		
142	County of Kern LBNC - Safe Camping				X		
160	HUD Coordinated Entry System				X		
275	County of Kern LBNC				X		
276	BKRHC HHAP				X		
278	City of Bakersfield HHAP				X		
292	United Way Stanislaus CES				X		
550	CalAIM Homeless Prevention Services				X		

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**FUNCTIONAL CLASSIFICATIONS BY FUND**  
**FISCAL YEAR 2023/24**

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	<u>2-1-1</u>						
164	Cal Fresh				X		
186	2-1-1 Hospital Preparedness Program				X		
284	First 5 Kern Help Me Grow				X		
288	First 5 Kern 2-1-1				X		
366	ReadyKern				X		
389	County of Kern 2-1-1				X		
428	2-1-1 United Way				X		
428-240	United Way - Coordinate Entry System				X		
429	Southern CA Gas CRM Development Program				X		
430	Goodwill Industries - CA COVID-19 Call Ctr				X		
431	United Way - COVID-19 Comm Resp & Relief				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		
536-234	2-1-1: Stanislaus County				X		
536-260	2-1-1: KHS Homeless Collaborative				X		
	<u>Other</u>						
151	ASTHO Vaccine Equity				X		
205	BCSD Community School Partnership Program				X		

COMMUNITY ACTION PARTNERSHIP OF KERN  
**LINE OF CREDIT ADVANCES AND REPAYMENTS**  
 FISCAL YEAR 2023/24

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
03/31/23	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 15, 2023 for \$1.5 million during January , February, July, August 2021 and will increasae to \$350,000 during March - June 2023, Sept - Dec 2023. This agreement will terminate on January 15, 2024. A varied amount decrease to better manage the cash flow need during peak months.

LINE OF CREDIT COMMITMENT FEE (Based on the daily unused amount of the line of credit calculated quarterly)

Period	No. of Days in Period	Commitment Fee	Interest Rate
12/31/22 - 3/31/23	90 days	\$ 642.01	8.69%
04/01/23 - 6/30/23	90 days		
07/01/23 - 9/30/23	90 days		
10/01/23 - 12/31/23	90 days		

Note 3: The interest expense and commitment fee are automatically deducted from CAPK's operating bank account at Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN OPERATING CASH SUMMARY AS OF MARCH 31, 2023	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(156,455.42)
HEAD START/EARLY HEAD START	3,263,465.42
<b>SUBTOTAL</b>	<b>3,107,010.00</b>
GENERAL CHILD CARE	44,837.45
MIGRANT A/P	3,687,248.92
MIGRANT CHILD CARE	86,706.57
MIGRANT SPECIALIZED SERVICES	(7,070.93)
SAN JOAQUIN COE GENERAL CHILD CARE	(74,831.35)
STATE PRESCHOOL	2,870,129.15
<b>SUBTOTAL</b>	<b>6,607,019.81</b>
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(101,844.70)
EF&S	75,489.61
EFAP	(237,257.60)
FEEDING AMERICA SENIOR HUNGER	0.87
FEEDING AMERICA SERVICE INSIGHTS	83,352.42
FOOD BANK	(236,995.57)
FOOD BANK EXPANSION	758.19
FOOD BANK CAPACITY PROGRAM	646,615.93
FOOD BANK - STATE	(746,515.21)
WONDERFUL FOOD BANK EXPANSION	2,383,784.63
WONDERFUL FOUNDATION	119,620.87
<b>SUBTOTAL</b>	<b>1,987,009.44</b>
ENERGY	(89,414.99)
LIHEAP	(965,138.75)
LIWHAP	(13,542.64)
PG&E	17,359.01
DAP (Disgorgement Assistance Program)	0.13
TRANSFER NEGATIVE BALANCE	1,050,737.24
<b>SUBTOTAL</b>	<b>0.00</b>
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
<b>SUBTOTAL</b>	<b>2,000.00</b>
211	435,271.13
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	(46,583.27)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(26,622.37)
CALAIM HOMELESS PREVENTION SERVICES	232,888.59
CAL FRESH	(10,590.41)
CALEITC	(209,981.53)
CAPK FOUNDATION	(18,611.71)
COST POOLS	7,074.29
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(1,006,115.00)
CSBG	169,874.03
CSBG - DISCRETIONARY	(31,000.00)
DIFFERENTIAL RESPONSE	(83,669.10)
DIGNITY HEALTH	1,048.70
DISCRETIONARY FUND	3,480,149.10
EAST KERN FAMILY RESOURCE CENTER	13,535.37
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(154,100.69)
ESG COORDINATED ENTRY SERVICE - COVID19	(201.01)
ASTHO VACCINE EQUITY	62,266.88
CITY OF BAKERSFIELD CAL VIP	(4,377.53)
FIRST 5 KERN 211	(8,726.99)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(26,980.83)
FIRST 5 HELP ME GROW	(15,303.06)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(38,727.70)
FRIENDSHIP HOUSE	15,048.27
FUNDRAISING	275,059.44
GENERAL FUND	572,906.41
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	(13,494.30)
HOME VISIT INITIATIVE (CO OF KERN)	(171,721.43)
HOUSING FOR THE HARVEST STATE	3.02
HUD-COORDINATED ENTRY SYSTEM	(29,792.50)
COUNTY OF KERN - 211	0.03
INDIRECT FUND	386,108.24
IRS - VITA	(47,474.16)
TAX ASSISTANCE	29,288.32
M ST NAVIGATION CENTER	37,831.25
NEOPB CAL FRESH HEALTHY LIVING	(311,782.26)
POSITIVE YOUTH DEV SVC	(6,568.74)
POSITIVE YOUTH M	(52,267.31)
SHAFTER YOUTH CENTER	40,970.45
OASIS FAMILY RESOURCE CENTER	11,902.08
SIERRA FOUNDATION - ASTHMA MITIGATION	39,640.24
UNITED WAY 211	981.55
UW STANISLAUS CES	(67,630.27)
WELLS FARGO FOUNDATION	66,981.80
WIC	(547,630.68)
LESS: ENERGY NEGATIVE BALANCE	(1,050,737.24)
ADD: LINE OF CREDIT	0.00
<b>SUBTOTAL</b>	<b>1,898,139.10</b>
<b>TOTAL OPERATING CASH</b>	<b>13,601,178.35</b>

## **COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)**

### **WELLS FARGO BANK ACCOUNTS**

1. Operating Account: Used to make all CAPK disbursements and for deposits of all cash receipts unless there are requirements to deposit cash to a restricted bank account.
2. Head Start Accrued Vacation: This is an interest bearing restricted bank account that holds cash reserved for the payment of accrued vacation for Head Start and Early Head Start employees.
3. CSD Advances Account: This is an interest bearing restricted bank account for CSBG and Energy grants. Advances on the Community Services Block Grant (CSBG), Department of Energy – Weatherization Assistance Program (DOE WAP) and Low Income Home Energy Assistance Program (LIHEAP) grants are required to be deposited to a restricted bank account until there is an immediate need for the cash. Once the immediate need is determined, the cash is transferred to the Operating Account to make disbursements.
4. On-Line Donations Account: This is an interest bearing restricted bank account that is designated for internet donations to CAPK. The deposits are subsequently transferred to the Operating Account.
5. Child Development Reserve #1: This is an interest bearing restricted bank account that is required by the California Department of Education for center-based contracts, such as General Child Care (CCTR), State Preschool (CSPP) and State Migrant (CMIG) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.
6. Child Development Reserve #2: This is an interest bearing restricted bank account that is required by the California Department of Education for alternative payment contracts, such as Migrant Childcare Alternative Payment (CMAP) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

Note: All CAPK bank accounts are with Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN  
5005 BUSINESS PARK NORTH  
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR THE MONTH ENDED  
March 31, 2023

WELLS FARGO BANK, N.A.  
P. O. BOX 63020  
SAN FRANCISCO, CA 94163

OPERATING ACCOUNT  
ACCOUNT NO: XXXXXX-X2976


BANK BALANCE AT	03/31/23		14,372,113.27
LESS: OUTSTANDING CHECKS		781,943.40	
ADJUSTED BANK BALANCE AT	03/31/23		13,590,169.87
GENERAL LEDGER BALANCE AT	02/28/23		11,913,690.10
ADD: DEPOSITS		1,591,638.67	
US TREAS DRAWDOWNS		5,340,333.73	
FUNDS FROM OTHER GRANTS		4,257,985.61	
TRANSFERS FROM RESTRICTED ACCOUNTS		1,584,285.81	
ADP /HEALTH EQUITY REFUND		3,450.86	
REIMBURSEMENT OF ALTERED PAYEE		474,903.89	
LESS: CHECKS		4,894,633.47	
ADP PAYROLL 2/10/23		1,574,846.52	
ADP PAYROLL 2/24/23		1,593,078.27	
EFTS FOR HRA/HSA/ STD/403B		239,811.54	
REC LOAN PRINCIPAL/INT EXPENSES		24,432.71	
TRANSFERS FROM RESTRICTED ACCOUNTS		-	
CREDIT CARD		18,519.10	
BANK FEES		-	
ACH VOUCHERS		3,230,797.19	
GENERAL LEDGER BALANCE AT	03/31/23		13,590,169.87

DIFFERENCE: (0.00)

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 04/10/2023

APPROVED BY:   
Tracy W. Water (Apr 11, 2023 07:40 PDT)

TITLE: Chief Financial Officer

DATE: Apr 11, 2023

**COMMUNITY ACTION PARTNERSHIP OF KERN****HEADSTART ACCRUED VACATION\***

5005 BUSINESS PARK NORTH

BAKERSFIELD, CA 93309-1651

## BANK RECONCILIATION FOR MONTH ENDING

**March 31, 2023**WELLS FARGO BANK, N.A.  
P. O. BOX 63020  
SAN FRANCISCO, CA 94163ACCOUNT NO.: XXXXX-X6256**BANK BALANCE ENDING: 03/31/23 992,949.63**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

**ADJUSTED BANK BALANCE: 03/31/23 992,949.63****BALANCE PER G/L 02/28/23 1,050,719.23**

ADD: DEPOSITS 0.00

INTEREST 720.45

ROUNDING ERROR 0.00

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 58,490.05

**BALANCE PER G/L 03/31/23 992,949.63**

DIFFERENCE: 0.00

\* This account changed name in March 2011 from "Discretionary Fund" to "Head Start Accrued Vacation".

PREPARED BY: Naomi IbarraTITLE: AccountantDATE: 04/05/23APPROVED BY:   
Tracy Webster (Apr 5, 2023 14:10 PDT)TITLE: Chief Financial OfficerDATE: Apr 5, 2023

**COMMUNITY ACTION PARTNERSHIP OF KERN  
CSD ADVANCES ACCOUNT\*\***

5005 BUSINESS PARK NORTH  
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING  
March 31, 2023**

WELLS FARGO BANK, N.A.  
P. O. BOX 63020  
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1095

**BANK BALANCE ENDING: 03/31/23 836,665.15**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

**ADJUSTED BANK BALANCE: 03/31/23 836,665.15**

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**BALANCE PER G/L 02/28/23 439,614.14**

ADD: DEPOSITS 1,922,291.00

INTEREST 555.77

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

WIRE TRANSFER 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 1,525,795.76

**BALANCE PER G/L 03/31/23 836,665.15**

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\* December 2009 name changed from Food Bank to DOE ARRA. DIFFERENCE: 0.00

\*\* January 2018 name changed from DOE ARRA to CSD Advances.

---

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 04/05/23

APPROVED BY:   
Tracy W. Water (Apr 5, 2023 13:36 PDT)

TITLE: Chief Financial Officer

DATE: Apr 5, 2023



**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**ON-LINE DONATIONS ACCOUNT**  
5005 BUSINESS PARK NORTH  
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING  
**March 31, 2023**

WELLS FARGO BANK, N.A.  
P. O. BOX 63021  
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

<b>BANK BALANCE ENDING:</b>	<b>03/31/23</b>	<b>58,978.97</b>
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
<b>ADJUSTED BANK BALANCE</b>	<b>03/31/23</b>	<b>58,978.97</b>

<b>BALANCE PER GENERAL LEDGER</b>	<b>02/28/23</b>	<b>58,380.76</b>
ADD: DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
ONLINE DONATIONS	597.40	
PAYPAL DEPOSIT	0.00	
INTEREST	41.64	
LESS: APPLIED MERCHANT DEBITS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	17.45	
BANKCARD FEES	23.38	
CASH CONCENTRATION FEE	0.00	
FUND TRANSFER TO GENERAL FUND	0.00	
	0.00	
<b>BALANCE PER GENERAL LEDGER:</b>	<b>03/31/23</b>	<b>58,978.97</b>

\* October 2009 name changed from WIC Account to CSBG ARRA Account and is now interest-bearing.

Difference: 0.00

\*\* August 2010 name changed from CSBG ARRA Account to HOPE Program Account.

\*\*\* January 2018 name changed from HOPE Program Account to On-line Donations Account.

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 04/20/23

APPROVED BY:  Tracy W. Water (Apr 20, 2023 15:07 PDT)

TITLE: Chief Financial Officer

DATE: Apr 20, 2023

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**CHILD DEVELOPMENT RESERVE #1**  
5005 BUSINESS PARK NORTH  
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING  
**March 31, 2023**

WELLS FARGO BANK, N.A.  
P. O. BOX 63020  
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X6264

**BANK BALANCE ENDING:** **03/31/23** **4,684.03**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

**ADJUSTED BANK BALANCE:** **03/31/23** **4,684.03**

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**BALANCE PER G/L** **02/28/23** **4,680.71**

ADD: DEPOSITS 0.00

INTEREST 3.32

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

**BALANCE PER G/L** **03/31/23** **4,684.03**

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DIFFERENCE: 0.00

PREPARED BY: N. IBARRA

TITLE: Accountant

DATE: 04/05/23

APPROVED BY:   
Tracy W. Miller (Apr 5, 2023 16:02 PDT)

TITLE: Chief Financial Officer

DATE: Apr 5, 2023

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**CHILD DEVELOPMENT RESERVE #2**  
5005 BUSINESS PARK NORTH  
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING  
**March 31, 2023**

WELLS FARGO BANK, N.A.  
P. O. BOX 63020  
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X2049

**BANK BALANCE ENDING: 03/31/23 35,217.25**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

**ADJUSTED BANK BALANCE: 03/31/23 35,217.25**

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**BALANCE PER G/L 02/28/23 35,192.29**

ADD: DEPOSITS 0.00

INTEREST 24.96

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

**BALANCE PER G/L 03/31/23 35,217.25**

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DIFFERENCE: 0.00

---

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 04/05/23

APPROVED BY:   
Tracy W. Miller (Apr 5, 2023 16:02 PDT)

TITLE: Chief Financial Officer

DATE: Apr 5, 2023

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**WELLS FARGO VISA SUMMARY**  
**STATEMENTS DATED March 1, 2023 - March 31, 2023**

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	\$ -
Catherine Anspach	Foundation Director of Development	1,528.22
Gloria Barbero	Administrator - EHS San Joaquin	795.94
Yolanda Gonzales	Director of Head Start/State Child Development Programs	964.62
Freddy Hernandez	Director of Youth and Community Services	3,134.67
Louis Gill	Chief Program Officer	2,284.85
Lisa McGranahan	Director of Human Resources	141.20
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	1,858.61
Pritika Ram	Chief Business Development Officer	29.00
Jeremy Tobias	Chief Executive Officer	2,280.71
Emilio Wagner	Director of Operations	1,766.08
Tracy Webster	Chief Financial Officer	4,777.37
Rebecca Moreno	Director of Housing Support Services	2,036.98
Susana Magana	Director of Nutrition Services	3,283.56
	Total	\$ 24,881.81



Reporting Period : 3/1/2023 - 3/31/2023

Statement Summary

Name	Capk Ap	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7017	Currency	US Dollar
Reporting Period	3/1/2023 - 3/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
						Transaction Count: 0
						Total: 0.00

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_



Reporting Period : 3/1/2023 - 3/31/2023

## Statement Summary

Name	Catherine Anspach			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-1647			Currency	US Dollar		
Reporting Period	3/1/2023 - 3/31/2023						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 3/6/2023	3/7/2023	Walmart.Com 8009666546 800-966-6546, AR				406.76	
Canvas Photos. Prior vendor no longer offers this service. Had to use credit card for this purchase.							
2 3/6/2023	3/8/2023	Caesars Place Adv Rsvn 8662094732, NV				201.82	
Hotel Deposit for Wipfli Conference in Las Vegas in July. Attendee: C. Anspach.							
3 3/7/2023	3/8/2023	Sq *shafter Chamber Bakersfield, CA				154.88	
3 Tickets to Chamber Dinner on 3/16/23. Attendees: C. Anspach, P. Ram, & S. Maldonado							
4 3/7/2023	3/9/2023	Kc Steakhouse Bakersfield, CA				102.77	
Lunch Meeting with donor prospect. Attendees: C. Anspach, A. Joven, G. Gonzales (CA Resource Corp.)							
5 3/17/2023	3/20/2023	Candy Nation Llc 610-326-4901, PA				145.25	
Candy for Swag Bags for the CAPK Foundation Mixer on 3/30/23							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 3/18/2023	3/20/2023	Dollar Tree Bakersfield, CA				39.24
Swag Bag Supplies for CAPK Foundation Mixer on 3/30/23						
7 3/28/2023	3/29/2023	Food-Ex Bakersfield, CA				285.25
Lunch for Foundation Board of Directors Meeting on March 28, 2023. Agenda & Attendee List is attached to invoice.						
8 3/29/2023	3/31/2023	Office Depot #952 Bakersfield, CA				69.70
Donor Recognition Board for CAPK Foundation Mixer on 3/30/23						
9 3/29/2023	3/31/2023	The Home Depot #1050 Bakersfield, CA				122.55
Plants purchased for table centerpieces for the CAPK Foundation Mixer on 3/30/23						

Transaction Count: 9  
Total: 1,528.22

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_



Reporting Period : 3/1/2023 - 3/31/2023

Statement Summary

Name	Gloria Barbero	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7058	Currency	US Dollar
Reporting Period	3/1/2023 - 3/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 3/28/2023	3/30/2023	Southwes 800-435-9792, TX				397.97
Travel tickets for Gloriana Teixeira to Phoenix to attend the NHSA Conference.						
2 3/28/2023	3/30/2023	Southwes 800-435-9792, TX				397.97
Travel tickets for Tina Moua to Phoenix to attend the NHSA Conference.						

Transaction Count: 2  
Total: 795.94

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_





Reporting Period : 3/1/2023 - 3/31/2023

Statement Summary

Name	Yolanda Gonzales	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7009	Currency	US Dollar
Reporting Period	3/1/2023 - 3/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 3/24/2023	3/27/2023	American Air Fort Worth, TX				326.21
Airline ticket for Chase Rangel for NHSA Annual Conference in Phoenix, AZ on 5/8/23-5/11/23						
2 3/27/2023	3/28/2023	American Air Fort Worth, TX				312.20
Airline Ticket for Ana Vigil to attend NHSA Annual Conference in Phoenix, AZ on 05/08/23-05/11/23						
3 3/29/2023	3/30/2023	American Air Fort Worth, TX				326.21
Airline Ticket for Yolanda Gonzales for NHSA Annual Conference in Phoenix, AZ on 05/8/23-05/11/23						

Transaction Count: 3  
Total: 964.62

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_



Reporting Period : 3/1/2023 - 3/31/2023

Statement Summary

Name	Freddy Hernandez			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-8850			Currency	US Dollar		
Reporting Period	3/1/2023 - 3/31/2023						
Trans Date	Post Date	Merchant Name	Charge Codes		Approved	Receipt	Amount
1 2/28/2023	3/1/2023	Dd Doordash Elpollolo 855-973-1040, CA					60.60
		Lunch for VITA volunteers.					
<hr/>							
2 3/2/2023	3/3/2023	Dd Doordash Frescomex 855-973-1040, CA					47.28
		Lunch for VITA volunteers.					
<hr/>							
3 3/3/2023	3/6/2023	Pizza Hut 27385 Https://lpcha, CA					40.70
		Lunch provided for VITA volunteers.					
<hr/>							
4 3/5/2023	3/6/2023	Dd Doordash Onohawaii 855-973-1040, CA					199.93
		Lunch provided for VITA volunteers.					
<hr/>							
5 3/7/2023	3/8/2023	Dd Doordash Pandaexpr 855-973-1040, CA					56.05
		Lunch provided for VITA volunteers.					
<hr/>							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 3/8/2023	3/9/2023	Dd Doordash Tacobell 855-973-1040, CA				22.16
Lunch provided for VITA volunteers.						
<hr/>						
7 3/12/2023	3/13/2023	Dd Doordash Elpollolo 855-973-1040, CA				127.50
Lunch provided for VITA volunteers.						
<hr/>						
8 3/14/2023	3/15/2023	Dd Doordash Wingstop 855-973-1040, CA				64.01
Lunch for VITA volunteers.						
<hr/>						
9 3/16/2023	3/17/2023	Sequoia Sand Downtown Bakersfield, CA				38.25
Lunch provided for VITA volunteers.						
<hr/>						
10 3/17/2023	3/20/2023	Blaze Pizza - 1098 - Bake 559-920-5418, CA				148.99
Lunch provided for VITA volunteers.						
<hr/>						
11 3/18/2023	3/20/2023	Sq *too Fat Sandwiches-18 Gosq.Com, CA				100.49
Lunch provided for VITA volunteers.						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12 3/23/2023	3/24/2023	Event* Meeting Solutio Www.Cvent.Com, VA				675.00
		Registration for Abran Gonzalez to attend the NEUAC Conference in San Diego, CA.				
13 3/23/2023	3/24/2023	Event* Meeting Solutio Www.Cvent.Com, VA				675.00
		Registration for Wilfredo Cruz to attend the NEUAC Conference in San Diego, CA.				
14 3/25/2023	3/27/2023	Canva* I03735-22776402 Httpscanva.Co, DE				12.95
		Software required for VITA.				
15 3/25/2023	3/27/2023	Dd Doordash Littlecae 855-973-1040, CA				32.31
		Lunch provided for VITA volunteers.				
16 3/26/2023	3/27/2023	Dd Doordash Popeyes 855-973-1040, CA				118.20
		Lunch provided for VITA volunteers.				
17 3/28/2023	3/29/2023	Dd Doordash Elpollolo 855-973-1040, CA				40.25
		Lunch provided for VITA volunteers.				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
18 3/30/2023	3/31/2023	Event* Meeting Solutio Www.Cvent.Com, VA				675.00
Registration for Freddy Hernandez to attend the NEUAC Conference in San Diego, CA.						

Transaction Count: 18  
**Total: 3,134.67**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_



Reporting Period : 3/1/2023 - 3/31/2023

Statement Summary

Name	Louis Gill	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6829	Currency	US Dollar
Reporting Period	3/1/2023 - 3/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 3/1/2023	3/3/2023	Office Depot #952 Bakersfield, CA				447.98
Immediate need for office supplies for Louis Gill, CPO.						
2 3/20/2023	3/21/2023	American Air Fort Worth, TX				290.20
Airline ticket for Louis Gill to attend the NHSA Conference in Phoenix, AZ.						
3 3/20/2023	3/21/2023	American Air Fort Worth, TX				27.67
American Airline seat charge for Louis Gill to attend the NHSA Conference in Phoenix, AZ.						
4 3/24/2023	3/27/2023	National Head Start Asso 703-739-0875, VA				1,519.00
Registration for Louis Gill to attend the NHSA Conference in Phoenix.						

Transaction Count: 4  
Total: 2,284.85

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_



Reporting Period : 4/1/2023 - 4/30/2023

Statement Summary

Name	Lisa McGranahan	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-9914	Currency	US Dollar
Reporting Period	4/1/2023 - 4/30/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 4/4/2023	4/5/2023	Sq *too Fat Sandwiches Gosq.Com, CA				141.20
		Purchase Sq *too Fat Sandwiches				

Transaction Count: 1  
Total: 141.20

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_



Reporting Period : 3/1/2023 - 3/31/2023

Statement Summary

Name	Jerry Meade	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8086	Currency	US Dollar
Reporting Period	3/1/2023 - 3/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 3/7/2023	3/8/2023	Start Early 312-922-3863, IL				798.00
Registration for staff to attend the National Home Visiting Virtual Summit - Tory Newsome, Patricia Robles-Wesley						
2 3/21/2023	3/22/2023	Paypal 402-935-7733, VA				29.00
Registration for Pyramid Model training for Home Visiting Program ~ Home Visitor ~ A. Lopez.						
3 3/22/2023	3/23/2023	Target.Com 800-591-3869, MN				103.45
Program/sanitation materials for diapering area in Rosamond HVP Socialization Room						
4 3/27/2023	3/29/2023	Midgleys Public House 209-4747700, CA				928.16
Head Start Strategic Planning Retreat / CPO Introductions and Team Building Event Venue and Incidental Food Costs						



Transaction Count: 4  
**Total: 1,858.61**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_



Reporting Period : 4/1/2023 - 4/30/2023

Statement Summary

Name	Pritika Ram	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7074	Currency	US Dollar
Reporting Period	4/1/2023 - 4/30/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 4/1/2023	4/3/2023	Stk*shutterstock 866-6633954, NY				29.00
		Monthly Subscription Fee for Stock Photos				

Transaction Count: 1  
Total: 29.00

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_



Reporting Period : 3/1/2023 - 3/31/2023

## Statement Summary

Name	Jeremy Tobias			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7066			Currency	US Dollar		
Reporting Period	3/1/2023 - 3/31/2023						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 3/7/2023	3/8/2023	Stockdale Mkt #2 Bakersfield, CA				74.76	
Gasoline for CEO's Agency Vehicle.							
2 3/14/2023	3/15/2023	Sq *nima Ali Washington, DC				27.05	
Cab Fare for Jeremy Tobias, from airport to hotel. NCAF Conference in Washington, DC							
3 3/16/2023	3/17/2023	Fedex Offic50400050492 Washington, DC				7.17	
Print fee for Jeremy Tobias to print talking points for Legislative Meetings in Washington, DC.							
4 3/17/2023	3/20/2023	Hyatt Regency Washington 8885872877, DC				1,739.08	
Hotel Fee for Jeremy Tobias. NCAF Conference in Washington, DC							
5 3/17/2023	3/20/2023	Sq *grand Cab Llc Arlington, VA				21.92	
Cab Fare for Jeremy Tobias, from hotel to airport. NCAF Conference in Washington, DC							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 3/18/2023	3/20/2023	Rps Bakersfield Bakersfield, CA				50.00
Parking fee for Jeremy Tobias at Bakersfield Airport - NCAF Conference in Washington, DC						
7 3/28/2023	3/29/2023	Stockdale Mkt #2 Bakersfield, CA				76.25
Gasoline for CEO's Agency Vehicle.						
8 3/29/2023	3/30/2023	Food-Ex Bakersfield, CA				284.48
Lunch for Board of Directors Meeting on March 29, 2023. Agenda and Attendee list is attached to invoice.						

Transaction Count: 8  
Total: 2,280.71

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_



Reporting Period : 3/1/2023 - 3/31/2023

Statement Summary

Name	Emilio Wagner	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7041	Currency	US Dollar
Reporting Period	3/1/2023 - 3/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 3/11/2023	3/13/2023	Microsoft#g020388301 Msbill.Info, WA				1,304.10
		Microsoft#g009792710- Microsoft Azure - Software Support HS				
2 3/20/2023	3/21/2023	Mindbody 805-5462000, CA				461.98
		MindBody - Premier Basic monthly charge and subscription fee for March 2023				

Transaction Count: 2  
Total: 1,766.08

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_



Reporting Period : 3/1/2023 - 3/31/2023

Statement Summary

Name	Tracy Webster				Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-6993				Currency	US Dollar		
Reporting Period	3/1/2023 - 3/31/2023							
Trans Date	Post Date	Merchant Name	Charge Codes			Approved	Receipt	Amount
1 3/6/2023	3/7/2023	National Head Start Asso 703-739-0875, VA						2,037.00
Reg Jennifer Davis, Louis Rodriguez and Tracy Webster for Conference on May 8 - 11, 2023 in Phoenix, AZ								
2 3/7/2023	3/8/2023	American Air Fort Worth, TX						308.20
American Air ticket for Tracy Webster to Phoenix, AZ to attended NHSA conference May 8 - 11, 2023								
3 3/7/2023	3/8/2023	American Air Fort Worth, TX						308.20
American Air for Louis Rodriguez to Phoenix, AZ to attended NHSA conference on May 8 -11, 2023								
4 3/7/2023	3/8/2023	American Air Fort Worth, TX						308.20
American Air for Jennifer Davis to Phoenix, AZ to attended NHSA conference on May 8 - 11, 2023								

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5 3/9/2023	3/10/2023	Coursra90thqqgzcnoj 650-963-9884, CA				39.00
Laura Alford to take online Foundations of Project Management Course						
6 3/16/2023	3/17/2023	National Head Start Asso 703-739-0875, VA				550.00
Reg Jennifer Davis for the NHSA conference on May 8 - 11, 2023						
7 3/16/2023	3/17/2023	National Head Start Asso 703-739-0875, VA				550.00
Reg Louis Rodriguez for NHSA for May 8-11,2023						
8 3/16/2023	3/17/2023	National Head Start Asso 703-739-0875, VA				550.00
Reg Tracy Webster for NHSA conference May 8 -11, 2023						
9 3/21/2023	3/22/2023	Sq *too Fat Sandwiches Gosq.Com, CA				126.74
Sandwiches for Board members for Budget & Finance Committee						
10 3/21/2023	3/22/2023	Tst* West Coast Sourdough 916-812-2515, CA				190.00
Order placed than canceled						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
11 3/21/2023	3/23/2023	Tst* West Coast Sourdough 916-812-2515, CA				-190.00
Credit for the canceled ordered						

Transaction Count: 11  
Total: 4,777.34

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_





Reporting Period : 3/1/2023 - 3/31/2023

Statement Summary

Name	Rebecca Moreno	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-4956	Currency	US Dollar
Reporting Period	3/1/2023 - 3/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 2/28/2023	3/6/2023	Oakland Marriott City Oakland, CA				920.45
Hotel for Megan Ruth to attend the NAEH conference in Oakland, CA.						
2 2/28/2023	3/6/2023	Oakland Marriott City Oakland, CA				1,116.53
Hotel for Laurie Hughey to attend the NAEH conference in Oakland, CA.						

Transaction Count: 2  
Total: 2,036.98

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_



Reporting Period : 3/1/2023 - 3/31/2023

Statement Summary

Name	Susana Magana				Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-6693				Currency	US Dollar		
Reporting Period	3/1/2023 - 3/31/2023							
Trans Date	Post Date	Merchant Name	Charge Codes			Approved	Receipt	Amount
1 2/28/2023	3/1/2023	American Air Fort Worth, TX						476.81
Flight for Kelly Lowery to attend the Feeding American Annual Conference in NOLA.								
<hr/>								
2 3/1/2023	3/1/2023	Abbottstore 800-258-7677, OH						107.88
Special diet supplement.								
<hr/>								
3 3/1/2023	3/2/2023	Walmart.Com 800-966-6546, AR						112.41
Special diet supplement.								
<hr/>								
4 3/7/2023	3/7/2023	Walmart.Com 800-966-6546, AR						84.90
Special diet baby formula.								
<hr/>								
5 3/9/2023	3/15/2023	Walmart.Com 8009666546 Bentonville, AR						92.15
Special baby formula.								
<hr/>								

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 3/10/2023	3/13/2023	Lassens Natural Foods-Bk Bakersfield, CA				277.83
Special diet food.						
7 3/20/2023	3/21/2023	Dollar Tree Bakersfield, CA				51.62
Purchases for partnership conference on 3/21/23.						
8 3/20/2023	3/21/2023	Costco Whse #0688 Bakersfield, CA				394.49
Purchases for partnership conference on 3/21/23.						
9 3/20/2023	3/22/2023	Office Depot #952 Bakersfield, CA				159.71
Purchase for partnership conference on 3/21/23.						
10 3/21/2023	3/21/2023	Walmart.Com 800-966-6546, AR				189.30
Baby formula.						
11 3/21/2023	3/22/2023	Starbucks Store 24007 Bakersfield, CA				260.00
Purchases for partnership conference on 3/21/23.						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12 3/22/2023	3/23/2023	Wm Supercenter #1624 Bakersfield, CA				132.52
Special formula purchase.						
13 3/22/2023	3/23/2023	Target 00025247 Bakersfield, CA				151.96
Special formula purchase.						
14 3/22/2023	3/23/2023	Walmart.Com 8009666546 800-966-6546, AR				189.30
Special formula purchase.						
15 3/24/2023	3/27/2023	Ezcaterpanini Kabob G 800-488-1803, MA				602.68
Lunch provided for staff meeting.						

Transaction Count: 15  
Total: 3,283.56

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_

**COMMUNITY ACTION PARTNERSHIP OF KERN  
CENTRAL KITCHEN - BUDGET TO ACTUAL  
FOR THE PERIOD MARCH 1, 2023 TO FEBRUARY 28, 2024 (1 OF 12 MONTHS OR 8.33%)**

Line Item	2023/24 Budget	3/1/23 - 2/28/24 Actual	% Expended	Available Budget
USDA Revenue (Note A)	2,098,319	139,987	6.7%	1,958,332
Head Start Subsidy	<u>1,213,057</u>	<u>67,754</u>	5.6%	<u>1,145,303</u>
Total Revenue	<u><u>3,311,376</u></u>	<u><u>207,741</u></u>	6.3%	<u><u>3,103,635</u></u>
Expenditures (Note B)				
Salaries	843,039	34,130	4.0%	808,909
Benefits	258,634	15,217	5.9%	243,417
Vehicle Gasoline, Repair/Maintenance	47,000	2,795	5.9%	44,205
Space Costs	121,700	7,985	6.6%	113,715
Supplies - Office & Food Service	106,000	13,590	12.8%	92,410
Equipment Repair/Maintenance & Lease	35,300	2,838	8.0%	32,462
Communication	13,000	1,478	11.4%	11,522
Risk Insurance	12,700	-	0.0%	12,700
Printing	1,000	48	4.8%	952
Hiring & Employee Costs	100	-	0.0%	100
First Aid	500	-	0.0%	500
Raw Food/Vended Meals	<u>1,552,853</u>	<u>97,631</u>	6.3%	<u>1,455,222</u>
Sub Total	2,991,826	175,711	5.9%	2,816,115
Adult Meals Prepared	128,794	15,723	12.2%	113,071
Indirect	<u>190,756</u>	<u>16,307</u>	8.5%	<u>174,449</u>
Total Expenditures	<u><u>3,311,376</u></u>	<u><u>207,741</u></u>	6.3%	<u><u>3,103,635</u></u>

	Prior Period	March 2023	Cumulative
Total Meals Prepared and Vended (Note C)	-	72,469	72,469
Total Meals Claimed	<u>-</u>	<u>47,835</u>	<u>47,835</u>
Difference	-	24,634	24,634
Percentage Claimed to Prepared/Vended		66.0%	66.0%

Note A: Source of USDA revenue is monthly report submitted to California Department of Education by Head Start/State Child Development Program Division. Revenue is reimbursement for meals claimed.

Note B: Expenditures are for meals prepared, including vended meals.

Note C: Total number of meals delivered to the centers and homebase excluding adult prepared and adult meals vended. The total represents the number of meals available to be served to center and homebase children.

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT**  
**FOR THE PERIOD 7/1/22 - 6/30/23 (9 OF 12 MONTHS = 75.0%)**

Contract CMAP-1000	July 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	Total	%	% Earned to MRA
Provider Payments	\$ 613,374	\$ 813,746	\$ 954,574	\$ 1,241,372	\$ 1,990,336	\$ 1,702,027	\$ 1,657,255	\$ 1,581,140	\$ 1,828,266	\$ -	\$ -	\$ -	\$ 12,382,090		
Add: Family Fees	-	-	-	-	-	-	-	-	-	-	-	-	-		
Net Provider Payments	\$ 613,374	\$ 813,746	\$ 954,574	\$ 1,241,372	\$ 1,990,336	\$ 1,702,027	\$ 1,657,255	\$ 1,581,140	\$ 1,828,266	\$ -	\$ -	\$ -	\$ 12,382,090	80.46%	
Maximum Reimbursable Amount (MRA) for Provider Payments													<b>23,857,165</b>		<b>51.90%</b>
<u>Administration &amp; Support Services Revenue</u>															
Provider Payments	\$ 613,374	\$ 813,746	\$ 954,574	\$ 1,241,372	\$ 1,990,336	\$ 1,702,027	\$ 1,657,255	\$ 1,581,140	\$ 1,828,266	\$ -	\$ -	\$ -	\$ 12,382,090		
Reimbursement Rate	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%		
Revenue Earned	\$ 163,049	\$ 216,312	\$ 253,748	\$ 329,985	\$ 529,077	\$ 452,438	\$ 440,536	\$ 420,303	\$ 485,995	\$ -	\$ -	\$ -	\$ 3,291,444		
Program Administration/Support Services Costs	101,870	115,425	139,282	139,997	144,668	246,553	168,847	285,405	299,542	-	-	-	1,641,588	10.67%	
Indirect (10% x MTDC) Costs	70,328	91,774	108,017	136,944	212,318	193,576	181,372	185,329	186,200	-	-	-	1,365,855	8.88%	
Transfer Indirect to CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Costs	\$ 172,199	\$ 207,199	\$ 247,298	\$ 276,941	\$ 356,986	\$ 440,128	\$ 350,218	\$ 470,733	\$ 485,741	\$ -	\$ -	\$ -	\$ 3,007,444	19.54%	
Revenue Earned Over/(Under) Costs	\$ (9,150)	\$ 9,113	\$ 6,450	\$ 53,044	\$ 172,091	\$ 12,310	\$ 90,318	\$ (50,430)	\$ 254	\$ -	\$ -	\$ -	\$ 284,001		
TOTAL COSTS - NET OF FAMILY FEES	\$ 785,573	\$ 1,020,945	\$ 1,201,872	\$ 1,518,313	\$ 2,347,322	\$ 2,142,155	\$ 2,007,473	\$ 2,051,873	\$ 2,314,007	\$ -	\$ -	\$ -	\$ 15,389,534	100.00%	

Note 1: Administration and Support Services revenue is earned based on the amount of provider payments incurred. Example:

Provider payments	12,382,090
Reimbursement Rate (19% / 81%)	x 26.5823%
Revenue Earned	<u>3,291,444</u>

Note 2: The maximum reimbursable amount per the 2022/23 State contract is as follows:

Provider Payments	23,857,165	81.00%
Administration	4,712,526	16.00%
Support Services	883,599	<u>3.00%</u>
Maximum Reimbursable Amount (MRA)	<u>29,453,290</u>	<u>100.00%</u>

Note 3: Increase to contract was received December 2022 in the amount of \$2,031,428.

COMMUNITY ACTION PARTNERSHIP OF KERN  
STATE DEPARTMENT OF EDUCATION 2022/23 CONTRACTS - EARNED REVENUE  
FOR THE PERIOD 7/1/22 - 6/30/23 (9 OF 12 MONTHS = 75.0%)

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	TOTAL	% Earned to MRA
<b>GENERAL CHILD CARE (CCTR-2058)</b>														
Adjusted Days of Enrollment - Certified	3,439	4,970	4,923	5,761	5,374	5,384	5,468	5,498	7,042	-	-	-	47,858	
Reimbursement Rate per Child per Day	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	
Revenue Earned	\$ 177,255	\$ 256,191	\$ 253,771	\$ 296,976	\$ 277,019	\$ 266,711	\$ 270,902	\$ 272,391	\$ 348,861	\$ -	\$ -	\$ -	\$ 2,420,078	65.80%
Maximum Reimbursable Amount (MRA)													\$3,678,194	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	99.61%	98.89%	98.84%	98.84%	98.27%	97.74%	97.83%	98.61%	97.31%					97.74%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%					100.00%
<b>CALIFORNIA STATE PRESCHOOL (CSPP-2120)</b>														
Adjusted Days of Enrollment - Certified	3,296	6,416	8,191	9,575	8,903	8,030	9,456	9,063	11,273				74,203	
Reimbursement Rate per Child per Day	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	
Revenue Earned	\$ 182,181	\$ 354,638	\$ 452,716	\$ 529,198	\$ 492,046	\$ 443,829	\$ 522,656	\$ 500,892	\$ 623,046	\$ -	\$ -	\$ -	\$ 4,101,201	57.33%
Maximum Reimbursable Amount (MRA)													\$7,153,992	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	98.41%	98.26%	98.67%	97.89%	96.47%	97.39%	96.11%	96.93%	96.89%					96.79%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%					100.00%
<b>MIGRANT CHILD CARE (CMIG-2004)</b>														
Adjusted Days of Enrollment - Certified	94	123	130	158	136	133	149	146	101				1,171	
Reimbursement Rate per Child per Day	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	
Revenue Earned	\$ 4,865	\$ 6,338	\$ 6,703	\$ 8,169	\$ 7,002	\$ 6,881	\$ 7,703	\$ 7,512	\$ 5,212	\$ -	\$ -	\$ -	\$ 60,385	20.59%
Maximum Reimbursable Amount (MRA)													\$293,327	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%	100.00%	96.83%	98.39%	96.24%	98.41%	91.67%					98.12%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	96.67%					100.00%

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division.

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 2022/23 State contracts.

Note 3: CSPP Contract was amended from \$4,544,694 to \$7,153,992

COMMUNITY ACTION PARTNERSHIP OF KERN  
STATE DEPARTMENT OF EDUCATION 2022/23 CONTRACTS - EARNED REVENUE  
SAN JOAQUIN COUNTY OFFICE OF EDUCATION  
FOR THE PERIOD 7/1/22 - 6/30/23 (9 OF 12 MONTHS = 75.0%)

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	TOTAL	% Earned to MRA
<u>GENERAL CHILD CARE (CCTR-1242)</u>														
Adjusted Days of Enrollment - Certified	687	919	860	995	918	1,188	1,366	1,453	2,025				10,411	
Reimbursement Rate per Child per Day	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	
Revenue Earned	\$ 31,629	\$ 42,283	\$ 39,571	\$ 45,804	\$ 42,254	\$ 54,680	\$ 62,899	\$ 66,865	\$ 93,226	\$ -	\$ -	\$ -	\$ 479,209	30.49%
Maximum Reimbursable Amount (MRA)													\$1,571,900	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%	100.00%	97.54%	99.05%	96.92%	98.06%	96.48%					98.13%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%					100.00%

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division.

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 2022/23 Cooperative Agreement with the San Joaquin County Office of Education



Division/CFO: Tracy Webster, CFO  
Program/Work Unit: Not Applicable

Month/Year: March-2023  
Director of Finance: Gabrielle Alexander

Services: Overall financial and accounting functions of the organization

Activities		March-2023		Year to Date 03/1/23 - 03/31/23	
Description	Number	Amount		Amount	
Bank Deposits	19	1,591,639		19	1,591,639
Wire Deposits	14	4,257,986		14	4,257,986
Head Start/IRS Drawdowns	4	5,302,506		4	5,302,506
Vendor Checks Issued	1564	7,667,171		1,564	7,667,171
Payroll Disbursed					-
Grant Reports Prepared	33			33	
ASTHO Vaccine Equity					
CalFresh Outreach					
CalFresh Healthy Living					
CALEITC					
CAL Food					
City of Bakersfield Homeless Housing & Prevention					
City of Bakersfield CDBG Food Bank Expansion					
Commodity Supplemental Food Prog					
County of Kern CDBG Food Bank Expansion					
CMAP Fiscal Report & Caseload					
CSBG Discretionary					
CSBG 2022					
Differential Response					
EFAP					
ESG CARES Act Homeless					
Food Bank Farmers Market					
First 5 Kern – Help Me Grow					
Head Start Expansion SF-425					
Head Start San Joaquin SF-425					
Homeless LBNC					
Homeless Safe Camping					
Home Visit Program					
Homeless Housing Assistance & Prevention					
HUD					
LIHEAP 2021					
LIHEAP 2022					
LIHEAP ARPA					
Postive Youth					
Postive Youth Medi-Cal					
San Joaquin COE General Child Care					
VITA					
UW STANISLAUS CES					
WIC					
Business Services					
Activity	Requested	In-Progress	Processed		Processed YTD
Purchase Orders	409	0	409		409
Contracts	40	0	40		40
Leases	7	0	7		7
Requests for Proposals	1	0	1		1
Business Services Projects					
Description			% Completed		Comments
Energy Subcontractor			20		Issued on April 26
Design Build Sports Field Lighting FHCC			100		Completed

Total Division Staffing

29 positions + 0 Vacancies

CFO	Accounting Technician (5)	Procurement Manager
Director of Finance	Accounting Specialist (2)	Business Contracts Specialist
Finance Administrator	AP Supervisor (1)	Business Technician (2)
Payroll/HRIS Manager	Fiscal Technician (2)	
Accounting Administrator	Payroll Specialists (3)	
Accounting Administrator - Energy	Payroll Supervisor (1)	
Accountant (2)	Administrative Assistant to CFO	
Accountant II (2)		

# Community Action of Partnership of Kern Agency Total

## STATEMENT OF POSITION (UNAUDITED) AS OF FEBRUARY 28, 2023

### ASSETS

Cash in Bank	12,456,824
Cash - Vacation Reserve	1,050,719
Petty Cash	-
Accounts Receivable	6,772,736
Travel Advance	200
Prepaid Expense	905,945
Inventory	1,083,946
Net Fixed Assets - Unrestricted	698,298
Net Fixed Assets - Restricted	17,353,474

**Total Assets** 40,322,142

### LIABILITIES AND NET ASSETS

Accounts Payable	7,193,170
Accrued Expenses	2,486,250
Accrued Vacation	1,743,490
Line of Credit	-
Note Payable	704,130
Advance Payable	5,444,772
Deferred Revenue	-

**Total Liabilities** 17,571,812

**Total Net Assets** 22,750,329

**Total Liabilities and Net Assets** 40,322,141

## STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2022 TO FEBRUARY 28, 2023

### REVENUE

Grant Revenue	104,150,267
Donations	451,856
Other Revenue	8,759,248
In-Kind	163,275

**Total Revenue** 113,524,646

### EXPENDITURES

Salaries	40,298,475
Benefits	10,973,726
Travel	769,098
Space Costs	19,972,190
Supplies	3,104,378
Consultant/Contract Services	5,748,070
Other Costs	4,523,384
Program Costs	18,772,446
Capital Expenditures	98,715
Indirect	8,083,349
In-Kind	163,275

**Total Expenditures** 112,507,106

**Net Change in Assets** 1,017,540

**Net Assets, beginning** 21,732,790

**Net Assets, ending** 22,750,329

# Community Action of Partnership of Kern Agency Total

## STATEMENT OF POSITION (UNAUDITED) AS OF MARCH 31, 2023

### ASSETS

Cash in Bank	14,536,061
Cash - Vacation Reserve	992,229
Petty Cash	-
Accounts Receivable	960,038
Travel Advance	2,427
Prepaid Expense	874,326
Inventory	1,083,265
Net Fixed Assets - Unrestricted	676,497
Net Fixed Assets - Restricted	<u>17,226,576</u>

**Total Assets** 36,351,418

### LIABILITIES AND NET ASSETS

Accounts Payable	5,030,957
Accrued Expenses	1,340,883
Accrued Vacation	997,588
Line of Credit	-
Note Payable	682,734
Advance Payable	5,445,587
Deferred Revenue	<u>-</u>

**Total Liabilities** 13,497,750

**Total Net Assets** 22,853,668

**Total Liabilities and Net Assets** 36,351,418

## STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2023 TO MARCH 31, 2023

### REVENUE

Grant Revenue	6,722,202
Donations	54,447
Other Revenue	560,146
In-Kind	<u>-</u>

**Total Revenue** 7,336,795

### EXPENDITURES

Salaries	1,348,913
Benefits	803,851
Travel	71,739
Space Costs	1,129,406
Supplies	220,671
Consultant/Contract Services	345,941
Other Costs	312,173
Program Costs	2,261,026
Capital Expenditures	252,282
Indirect	487,454
In-Kind	<u>-</u>

**Total Expenditures** 7,233,456

**Net Change in Assets** 103,339

**Net Assets, beginning** 22,750,329

**Net Assets, ending** 22,853,668

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-23 TO 03-31-23 (8.3%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	44,051,888	1,600,283	42,451,605	4%
BENEFITS	14,158,980	765,977	13,393,003	5%
TRAVEL	860,927	67,058	793,869	8%
SPACE COST	5,119,714	991,633	4,128,081	19%
SUPPLIES	2,275,029	207,599	2,067,430	9%
EQUIPMENT	410,420	252,282	158,138	61%
CONSULTANT/CONTRACT SERVICES	3,053,138	219,161	2,833,977	7%
OTHER COSTS	2,757,892	288,644	2,469,248	10%
PROGRAM COSTS	26,485,434	2,261,026	24,224,408	9%
INDIRECT	9,589,595	561,995	9,027,600	6%
TOTAL	108,763,017	7,215,659	101,547,358	7%

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-23 TO 03-31-23 (8.3%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	31,698,221	1,305,859	30,392,362	4%
BENEFITS	10,482,845	591,704	9,891,141	6%
TRAVEL	606,386	46,713	559,673	8%
SPACE COST	2,923,727	163,581	2,760,146	6%
SUPPLIES	1,779,693	164,054	1,615,639	9%
EQUIPMENT	396,870	252,282	144,588	64%
CONSULTANT/CONTRACT SERVICES	1,306,125	7,829	1,298,296	1%
OTHER COSTS	1,162,562	119,064	1,043,498	10%
PROGRAM COSTS	22,106,428	1,861,236	20,245,192	8%
INDIRECT	7,214,192	422,529	6,791,663	6%
TOTAL	79,677,049	4,934,851	74,742,198	6%

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-23 TO 03-31-23 (8.3%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,689,341	169,095	4,520,246	4%
BENEFITS	1,454,798	74,219	1,380,579	5%
TRAVEL	110,349	12,143	98,206	11%
SPACE COST	765,375	700,484	64,891	92%
SUPPLIES	125,671	18,665	107,006	15%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	648,910	46	648,864	0%
OTHER COSTS	409,174	53,882	355,292	13%
PROGRAM COSTS	3,068,971	346,422	2,722,549	11%
INDIRECT	918,707	65,301	853,406	7%
TOTAL	12,191,296	1,440,257	10,751,039	12%

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-23 TO 03-31-23 (8.3%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,279,389	28,197	2,251,192	1%
BENEFITS	683,820	35,420	648,400	5%
TRAVEL	50,000	2,691	47,309	5%
SPACE COST	237,186	13,906	223,280	6%
SUPPLIES	109,499	8,705	100,794	8%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	229,213	164,306	64,907	72%
OTHER COSTS	654,000	54,399	599,601	8%
PROGRAM COSTS	481,231	22,907	458,324	5%
INDIRECT	472,412	32,135	440,277	7%
TOTAL	5,196,750	362,667	4,834,083	7%

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-23 TO 03-31-23 (8.3%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,219,812	120,128	4,099,684	3%
BENEFITS	1,226,969	53,677	1,173,292	4%
TRAVEL	55,702	4,776	50,926	9%
SPACE COST	953,189	109,298	843,891	11%
SUPPLIES	232,451	11,447	221,004	5%
EQUIPMENT	13,550	-	13,550	0%
CONSULTANT/CONTRACT SERVICES	830,833	46,947	783,886	6%
OTHER COSTS	380,166	52,943	327,223	14%
PROGRAM COSTS	825,804	30,461	795,343	4%
INDIRECT	779,220	41,932	737,288	5%
TOTAL	9,517,696	471,609	9,046,087	5%



COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-23 TO 03-31-23 (8.3%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,007,969	(25,895)	1,033,864	-3%
BENEFITS	261,830	9,830	252,000	4%
TRAVEL	13,740	735	13,005	5%
SPACE COST	234,537	4,364	230,173	2%
SUPPLIES	18,915	3,365	15,550	18%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	7,750	32	7,718	0%
OTHER COSTS	42,380	1,952	40,428	5%
PROGRAM COSTS	3,000	-	3,000	0%
INDIRECT	166,580	(848)	167,428	-1%
TOTAL	1,756,701	(6,464)	1,763,165	0%

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-23 TO 03-31-23 (8.3%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	157,156	2,900	154,256	2%
BENEFITS	48,718	1,127	47,591	2%
TRAVEL	24,750	-	24,750	0%
SPACE COST	5,700	-	5,700	0%
SUPPLIES	8,800	1,362	7,438	15%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	30,307	-	30,307	0%
OTHER COSTS	109,610	6,405	103,205	6%
PROGRAM COSTS	-	-	-	0%
INDIRECT	38,484	946	37,538	2%
TOTAL	423,525	12,739	410,786	3%

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**INDIRECT FUND - FY 2023/24**  
**BUDGET TO ACTUAL - 03/01/23 TO 3/31/23 (1 OF 12 MONTHS = 8.33%)**

	Budget	Actual	% Earned/ Expended	Available Balance
<b>Revenue</b>	<b>\$ 9,589,595</b>	<b>\$ 561,995</b>	<b>5.9%</b>	<b>\$ 9,027,600</b>
Expenditures				
Salaries	4,599,831	189,979	4.1%	4,409,852
Benefits @ 23.6% actual	<u>1,190,237</u>	<u>71,402</u>	<u>6.0%</u>	<u>1,118,835</u>
Total Personnel Costs	5,790,068	261,380	4.5%	5,528,688
Operating Costs				
Travel	88,000	4,597	5.2%	83,403
Space Costs	386,450	9,265	2.4%	377,185
Supplies	262,650	12,900	4.9%	249,750
Consultant/Contract	1,049,000	126,780	12.1%	922,220
Other Operating Costs	<u>780,300</u>	<u>22,406</u>	<u>2.9%</u>	<u>757,894</u>
Total Operating Costs	2,566,400	175,949	6.9%	2,390,451
<b>Total Expenditures</b>	<b><u>\$ 8,356,468</u></b>	<b><u>\$ 437,329</u></b>	<b><u>5.2%</u></b>	<b><u>\$ 7,919,139</u></b>
<b>Excess (Deficit) Indirect Revenue</b>	<b><u>\$ 1,233,127</u></b>	<b><u>\$ 124,666</u></b>		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	\$ 1,302,127	\$ 84,259	6.5%	\$ 1,217,868
Operations	2,700,165	141,161	5.2%	2,559,004
Executive	500,950	54,822	10.9%	446,128
Program Administration	-	118	Not budgeted	(118)
Finance	2,523,658	133,440	5.3%	2,390,218
Community Development	<u>1,329,568</u>	<u>23,528</u>	<u>1.8%</u>	<u>1,306,040</u>
	<b><u>\$ 8,356,468</u></b>	<b><u>\$ 437,329</u></b>	<b><u>5.2%</u></b>	<b><u>\$ 7,919,139</u></b>

Prepared Date: 04/24/23



## MEMORANDUM

To: Board of Directors

From: Lisa McGranahan, Director of Human Resources

Date: May 31, 2023

Subject: *Agenda Item V(a)*: Updated Covid Policies and Recommendations – **Action Item**

---

On April 26, 2023, CAPK Management presented updated Covid policies and recommendations to the Board of Directors for review and approval. The Board of Directors voted to send these policies back to the Head Start Policy Council on May 23, 2023, for their review and feedback. The Policy Council committee members reviewed and approved the policy recommendations listed below.

---

On April 4, 2023, CAPK received notification that the national Head Start vaccine and mask mandate implemented in November 2021 was vacated by the District Court for the Northern District of Texas. The Court's decision struck down the rule nationwide. The Court delayed the effective date of its decision for seven days from its release (until April 7, 2023), to allow the U.S. Department of Health and Human Services (HHS) the opportunity to appeal.

CAPK adopted an equitable agency-wide vaccination policy. Since the Court ruling, CAPK Management is seeking approval for the following recommendations to be effective immediately:

- Terminate the current Covid Travel policy. Employees returning from business travel will no longer need to test.
- Terminate the current Mandatory Vaccination policy for employees and volunteers, including the weekly testing requirement. New hires will no longer be required to be vaccinated or request a medical or religious exemption.
- Update the Suspected or Confirmed Cases in the Workplace policy with the most recent OSHA guidelines.

### **Recommendation:**

Staff recommends that the Board of Directors approve the termination of the Covid Travel Policy and Vaccine Policy and approve the revised Suspected or Confirmed Cases in the Workplace policy.

### **Attachment:**

*COVID-19 Suspected or Confirmed Cases in the Workplace Policy*



## **POLICY AND PROCEDURE**

**TITLE:** Suspected or Confirmed Cases of COVID-19 in the Workplace  
**APPROVED:** DATE  
**APPLIES TO:** Community Action Partnership of Kern Employees

### **POLICY:**

Community Action Partnership of Kern (CAPK) is taking proactive steps to address business concerns. We want to maintain a safe workplace and continue to adopt practices protecting the health of employees, customers, and visitors. We also want to ensure the continuity of business operations. We ask all employees and management to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace.

### **SCOPE:**

This policy applies to all CAPK employees.

### **GUIDELINES:**

The following are COVID-19 Employee and Management Workplace Guidelines. These guidelines are intended to provide an overview of Cal/OSHA and CDC guidelines and applicable laws and are in no way intended to supersede or modify applicable law and/or existing CAPK policy and procedure.

### **SUSPECTED OR CONFIRMED CASES OF COVID-19 IN THE WORKPLACE - EMPLOYEE**

#### **Symptoms**

All employees should self-monitor for COVID-19 symptoms, including those listed below, which may appear 2-14 days after exposure to the virus. Employees are encouraged to stay home if symptomatic, but are not required to report symptoms to the covid team.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

### **Direct Exposure to Covid-19**

**If an employee has been exposed to someone with covid, they must report the exposure to the covid team.**

- Not symptomatic): Employee will remain at work and test on day five (5).
- Symptomatic: Employee will isolate and test on day five (5).

### **Testing of Exposed Employees**

CAPK shall take the following actions when there has been a COVID-19 case at the place of employment:

- Provide COVID-19 testing available at no cost during regular shift to
  - All employees exposed in the workplace.

### **Return to/Remain at Work Criteria**

If exposed and not symptomatic, employee tests negative on day five (5).

If exposed and symptomatic, employee remains off work, and tests negative on day five (5).

If positive for Covid:

- Employee completes 10-day quarantine and symptoms have resolved, or
- Employees tests negative five (5) days after the initial positive, and symptoms have resolved.

### **Suspected or Confirmed Cases of COVID-19 In the Workplace – Supervisor/Managers**

- Employees who have symptoms related to COVID-19 do not have to go home but are encouraged to do so. They will be required to go home if they are symptomatic AND were exposed to covid.
- Covid Team must provide clearance before an employee can be allowed to return from a covid case.





**Helping People...Changing Lives.**



2900 M Street  
Bakersfield,  
California 93301





# Program Summary



147 beds &  
Shelter  
Services

Adults 18 & Up

Food

Clothing

Personal  
hygiene items

Laundry  
services

Personal  
possession  
storage

Pet care and  
Kennels



# Ending the Homeless Crisis in Kern

Financial Literacy

Substance Abuse

Mental Health services, Medical

Dental

Bible Study, Relapse Prevention

Public Defender

Seeking Safety,

M Street Café, Vita

Medi-Cal Assistance

Department of Human Services

Recycling Lives

Project Hire-Up, Respect

One Door





## Program Highlights—Housing IS THE GOAL!

5/2020-4/2023

- Total clients served - 1966
- Total Pets served - 100
- Total Placed in Permanent Supportive Housing 232
- Total volunteers 90

[Navigation Center - Client Story Amber Fisher.mp4](#)







# Safe Camping/Parking Update

Current Census- 43

Total Served-324

Total Housed- 9

Total transferred  
to M Street- 19

Safe Park- 6

Total served- 25

Transferred to M  
Street-5



**Laurie Hughey**, Program Administrator  
(661) 501-2601, [lhughey@capk.org](mailto:lhughey@capk.org)

**Rebecca Moreno**, Director of Housing &  
Supportive Services  
(661) 379-8221, [rmoreno@capk.org](mailto:rmoreno@capk.org)

**M** STREET  
**NAVIGATION**  
**CENTER**



## MEMORANDUM

To: Board of Directors

*Lisa Gonzales*

From: Lisa Gonzales, Program Governance Coordinator

Date: May 31, 2023

Subject: *Agenda Item VI(a)*: May Policy Council Report – **Action Item**

---

The Policy Council met as scheduled on April 25, 2023, at which time a quorum was established.

Chief Financial Officer, Tracy Webster presented information to the Council regarding budget revisions for two grants for the 2022-2023 funding year. The revisions were specific to the Head Start/Early Head Start (HS/EHS) grant #09CH011132 and the Head Start Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA)/American Rescue Plan (ARP) grant #09HE000432. Information as well as budget detail for each grant request was presented separately, in and of itself to the Policy Council. Concluding the presentation of each individual action item, Policy Council members unanimously approved the submission of both the HS/EHS and CRRSA/ARP budget revisions for the 2022-2023 funding year to the Office of Head Start.

Policy Council members also received an informative presentation from staff on the topic of transitions. This covered a gamut of scenarios, as related to the Head Start program. Areas addressed included but were not limited to, transitioning from Early Head Start to Head Start, Home Base to Center Base as well as from Head Start to kindergarten.

The next Policy Council meeting is scheduled for June 27, 2023 at 5:30 p.m.

**Recommendation:**

The Policy Council requests Board approval of the May Report and the Policy Council meeting minutes from April 25, 2023.

**Attachment:**

Policy Council Meeting Minutes from April 25, 2023.



**COMMUNITY ACTION PARTNERSHIP OF KERN  
POLICY COUNCIL COMMITTEE MEETING MINUTES**

**April 25, 2023**

**Teleconference ID: 232 410 937 888**

**1. Call to Order**

Policy Council Chairperson, Ruby Cruz called the meeting to order at 5:32 p.m.

**a.** Roll call was taken and a quorum was established.

Policy Council Members Present: Ruby Cruz, Michelle Del Rio, Fatima Echeverria, Andrea Flores, Guillermina Herrera, Nila Hogan, Sarita Little, Gabriel Rios, Ana Vigil, Jennifer Wilson

**2. Public Comments**

*The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the Policy Council will take no action other than referring the item(s) to staff for study and analysis. **Speakers are limited to three minutes each.** If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.*

None

**3. Standing Committee Reports**

**a. School Readiness Committee**

The School Readiness Committee met on April 13, 2023. Kern and San Joaquin Home Base staff presented information about the Home Base program and the services provided. They also shared the processes for home visits and socializations. Families have 90-minute weekly visits as well as two socializations per month. The various curriculum that Early Childhood Educators utilize to engage with children was shared. The Home Base team also shared some of the support services, resources, and referrals provided to families to ensure that all needs are met. Committee members had an opportunity to hear parent testimonials, which spoke of gratitude and recommended participation in the Home Base program option.

**b. Planning Committee**

The Planning Committee met on April 4, 2023; however, a quorum was not established. Report information was shared. The Enrollment and Attendance report for March 2023 was reviewed. Head Start enrollment was at 76% and Early Head Start was at 75% enrollment. There were seven new staff onboarded as well as eleven resignations. The Child Adult Care Food Program report for February 2023 noted there were 65,948 meals delivered to centers. Enrollment and Attendance staff participated in various recruitment events in both Kern and San Joaquin Counties to recruit families for full enrollment.

**c. Budget & Finance Committee**

The Budget & Finance Committee met on April 18, 2023 with a quorum not established. However, the staff sponsor did share the standing budget reports with those in attendance. There were no questions about the information presented. It was noted that all financial reports could be found in the current Policy Council packet. The next meeting of the Budget & Finance Committee is scheduled for 5:30 p.m. on May 16, 2023.

**d. Bylaws Committee**

The Bylaws Committee met on April 11, 2023 at 5:30 p.m. The committee continued its review and discussion of the CAPK Head Start Policy Council Bylaws, reviewing Articles IV through VII in detail with an opportunity for discussion. The committee also had an open discussion about the number of members on each of the Policy Council committees, as well as the duration of time a member *should* be logged in and present for a meeting to be counted "in attendance." Discussion also took place about in-person meetings versus virtual meetings. The overwhelming consensus was that virtual meetings were not only more convenient but were the reason many members were able to participate in Policy Council. The next meeting is scheduled for June 13, 2023 at 5:30 p.m. The committee will resume reviewing the Policy Council Bylaws and will revisit the open discussion topics.

**4. Presentations**

**a. Transitions – Cynthia Rodriguez, Education Manager, Maria Guadian, Inclusion and Family Engagement Manager – CAPK Head Start**

Maria and Cynthia were introduced and provided an overview of the topics to be covered in tonight's presentation. Maria stated that transitions are very important for children, noting in their early years they go through many transitions, and she provided examples of such.

Cynthia spoke about transfers in our program for children 0-3 years of age. She shared this could be a transfer from the Home Base program option to center based services or from an Early Head Start center-based classroom to a toddler classroom. It could also be a young infant (less than 6 months old) who is now one year old, which would result in a classroom transfer. Cynthia shared that anytime a transfer of this nature occurs, teachers provide a brief description of the child's current strengths, interests, as well as any nutritional and/or health needs they may have. Additionally, developmental updates, the most current assessment information is shared along with any accommodations the child/family may have. If applicable, teachers will provide the Individualized Family Service Plan (IFSP) or Individualized Educational Plan (IEP) before the child begins in their new setting.

In talking about Early Head Start transitions Cynthia stated for children who are approaching 3-years of age, this process begins with providing a transition letter to families when the child reaches 28 months of age. When the child is 30-months of age, there is a formal meeting between the teacher and the family along with a referral to Head Start if that is the family's preference. If possible, they also visit a preschool setting.

In addressing the Head Start transition it was stated that children are provided a transition kit; this is made available to all children regardless of their current age. The potential receiving school for our students is identified, and if parents don't know the exact school, staff will provide them with the appropriate school district information. There are three assessments completed per school year for every child, as well as parent conferences. Families will complete a kindergarten readiness form, which is a checklist to ensure the child is gaining the tools necessary for a kindergarten environment. This checklist can include a library experience, at either a public or elementary school. There is also a cafeteria experience; children use trays and can practice picking up their meals and opening their cardboard drink (milk/juice).

Head Start transition for children who are ready to attend kindergarten for the next school year was another area of information presented. Cynthia reiterated parents are provided information on the appropriate school district, any enrollment information they may have, events taking place at the school and what materials and immunizations their child may need. This is all provided to ensure both the children and families are fully prepared for this next step. A kindergarten activity packet is also supplied to families so children can practice using some of these tools (glue, scissors, etc.) during the summer. Returning students are given an activity packet as well, however it is slightly different. The purpose behind this is to support developmental milestones over the summer months. Families will also receive their child's developmental data, which many school districts enjoy having that information as they support the child's continued development.

Maria discussed transitions through inclusion which is specific to those families with a child who has an IEP or an IFSP. Parents receive a resource binder which provides a variety of resources throughout Kern County. The binder contains information about various collaborative meetings, a list of school district contacts and more. There is also information to help better understand Part B and Part C services of the IEP and IFSP, respectively. Maria shared parents are also given a calendar for transitions which they can fill in based upon when their specific transitions are to occur. Members were reminded IEPs and IFSPs are tailored to each child. The inclusion specialist also supports the family by explaining timelines. They are a support system for the family. Maria shared when transitioning from Part C to Part B there are many things taking place, therefore it is helpful to have this support. The inclusion specialist also attends the IFSP or IEP meetings when a family is transitioning. Maria noted that It is important that staff support the family and help them to advocate for their child's education.

Maria shared examples of referrals and the process of such for those children who are in a Head Start environment. Additionally, she spoke to those children who are transitioning to kindergarten and have potentially received (for example) speech services on a continuing basis during the 0-3 years of age period. She stated that when given an assessment by the district another potential outcome is that the child in this scenario may no longer be eligible for services and therefore is exited from those services. This could be because the child has met all their goals, having been in a general education setting along with the teacher supporting the family.

Resources are also provided to families to empower them to be strong advocates for their child's education not only during their time in Head Start but well beyond and into all their educational years



to come. Families are connected to community agencies, some of which have support groups along with various activities occurring throughout the county. Maria shared when surveying parents, one of the most notable areas is that parents want to connect with other parents. When they can talk about their experiences with others who can similarly relate, it speaks volumes, and they feel an additional sense of support.

Upon conclusion of the presentation a question was posed regarding the transition from Early Head Start Home Base to a center-based program. It was shared that the educator can refer you to a center, providing you names and locations of centers within your designated/preferred area. The Early Childhood Educator can potentially even schedule a site visit and complete the necessary steps required to place the child on the waitlist. Once the child has been accepted, the Educator will then provide all information needed to the new teacher to continue services in the center-based program option.

## 5. **Consent Agenda**

### **\*ACTION**

*The Consent Agenda consists of items that are considered routine and non-controversial. These items are approved in one motion unless a member of the Council or the public requests removal of a particular item. If comment or discussion is requested, the item will be removed from the Consent Agenda and will be considered in the order listed.*

- a. Policy Council Meeting Minutes – March 28, 2023 (English/Spanish)
- b. Budget & Finance Committee Minutes – March 21, 2023 (English/Spanish)
- c. School Readiness Committee Minutes – March 9, 2023 (English/Spanish)
- d. Head Start Program Review Evaluation (PRE) Report – March
- e. Head Start Budget to Actual Report, March 1, 2022 through February 28, 2023
- f. Early Head Start Budget to Actual Report, March 1, 2022 through February 28, 2023
- g. San Joaquin Early Head Start (No Cost Extension) Budget to Actual Report, February 1, 2021 through February 28, 2023
- h. Early Head Start Child Care Partnerships (No Cost Extension) Budget to Actual Report, March 1, 2021 through February 28, 2023
- i. American Rescue Plan Funding Budget to Actual Report, April 1, 2021 to February 28, 2023
- j. Parent Travel & Child Care through February 28, 2023
- k. Parent Activities through February 28, 2023
- l. Head Start and Early Head Start Non-Federal Share and In-Kind Report, March 1, 2022 through February 28, 2023
- m. Early Head Start Child Care Partnerships Non-Federal Share and In-Kind Report, March 1, 2022 through February 28, 2023
- n. Children's Mobile Clinic – May 2023 (English/Spanish)
- o. Preventing Child Abuse and Neglect – Centers for Disease Control and Prevention
- p. Emotional Abuse Is – Kern County Network for Children (English/Spanish)
- q. Shaken Baby Syndrome/Abusive Head Trauma – California Department of Social Services (English/Spanish)
- r. Safe Surrender – California Department of Social Services (English/Spanish)
- s. Save the Date Program Planning Meeting – CAPK Head Start, April 27, 2023
- t. Y-Empowerment 5K Walk – April 29, 2023, Cal State Bakersfield
- u. Law Day – May, 3, 2023, Beale Memorial Library, Bakersfield
- v. Cinco de Mayo Weekend Stockton – May 5-7, 2023, El Concilio California
- w. 2023 Community Action Month Resource Fair – May 13, 2023, Shafter Youth Center
- x. Monthly Parent Training with Dr. Kirk – May 15, 2023, Head Start Wellness
- y. Backpack Connection Series: How to Help Your Child Avoid Meltdowns (English/Spanish)
- z. Kern Head Start Recruitment Flyer (English/Spanish)
- aa. San Joaquin Early Head Start Recruitment Flyer (English/Spanish)
- bb. Home Visiting Program Flyer (English/Spanish)
- cc. Policy Council Meeting Dates

Gabriel Rios made a motion to approve items (a) through (cc); seconded by Andrea Flores. Motion carried unanimously.

## **6. New Business**

**\*ACTION**

### **a. Head Start/Early Head Start 2022-2023 Budget Revision – Tracy Webster, Chief Financial Officer**

Tracy shared in October 2022 a Head Start and Early Head Start budget revision for the 2022-2023 funding year was presented to the Council and obtained approval. She stated that due to transitions that took place at the Region IX office, it is necessary to resubmit the budget revision. Budget details were provided to members. Tracy noted that the realignment of funds allows for full completion of construction at Harvey L. Hall, Pete Parra, Martha J. Morgan, Sterling, and Angela Martinez Child Development centers. Tracy also shared those centers have acquired certificates of occupancy. She added that this puts us on a path to getting these facilities licensed and opened to serve children and families. Tracy stated that the budget revision supports full spend-down and satisfaction of the construction projects. There were no questions from members. Gabriel Rios made a motion to approve the Head Start/Early Head Start 2022-2023 Budget Revision; seconded by Jennifer Wilson. Motion carried unanimously.

### **b. Head Start Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA)/American Rescue Plan (ARP) 2022-2023 Budget Revision – Tracy Webster, Chief Financial Officer**

Tracy noted this item was also previously presented to the Council as well as the Board of Directors and received approval. It was stated that staffing changes at Region IX require us to resubmit this budget revision. The revision allows for full spending of the COVID related funds as well as the American Rescue Plan Funds. Budget details for this revision were provided to members. Funds were utilized to support a Summer Bridge program, an employee retention stipend and to finish out construction at five child development centers. Tracy shared, when construction began at those facilities, the cost increases were substantial because of the COVID environment; construction for the projects began in 2020. Tracy stated this budget revision allows us to fully expend the budget and to align resources to support the intended use of this funding as related to COVID and the American Rescue Plan. An opportunity for questions was provided, with no questions asked. The Chairperson called for a motion to approve the submission of the Head Start Coronavirus Response and Relief Supplemental Appropriations Act/American Rescue Plan 2022-2023 budget revision. The motion was made by Nila Hogan; seconded by Guillermina Herrera. Motion carried unanimously.

## **7. Standing Reports**

### **a. Program Governance – Lisa Gonzales, Program Governance Coordinator**

Lisa thanked members for taking time out of their evening to attend the meeting; their attendance, participation and input is important and valued. Lisa reminded members that the final Dr. Kirk parent training for this program year will take place on May 15, 2023. She also thanked everyone who has had the opportunity to attend thus far. Lisa acknowledged and thanked Fatima for her attendance and participation at the recent Disabilities Awareness Committee meeting.

Lisa pointed out that members are halfway through their current Policy Council term, with six months already gone by. She stated it requires a great deal of commitment, and she encouraged members as they embark on the next half of the term to keep that obligation and commitment. Lisa added without attendance at both the committee and Policy Council level there may be action items on the agenda that cannot be voted on due to lack of a quorum.

Members were reminded that items brought to them are not only for their information and in some instances their consideration, but they are also to serve as shared communication with others at their respective parent meetings. Lisa acknowledged Gabriel for sharing information from last month's Policy Council meeting at his center's most recent parent meeting.

In closing, Lisa shared with members a summary of some of the action items that Policy Council has approved to date. This included budget revisions, the Program Planning Calendar, the Recruitment and Selection Plan, Cost-of-Living-Adjustment, Self-Assessment as well as approval for their peer members to attend the National Head Start Conference in Dallas, Texas. Lisa stated these are integral and important parts of the program that the Council has voted on. These items allow for the program to continue in its direction. She added that there will be additional important items brought to the Council during the next half of the term. Lisa shared that she looks forward to members continuing to have robust conversation, questions, and positive staff interactions.

### **b. Community Representative – Nila Hogan, Y-Empowerment**

Nila announced that Y-Empowerment will have a 5K Walk to end child abuse on Saturday, April 29, 2023. It will take place at Cal State Bakersfield from 10:00 a.m. – 2:00 p.m. She added that she was able

to get approval to provide free tickets for the event for any member who wishes to participate. Nila informed members there will be a lot of community agencies who will be sharing resources and providing information. She added that these resources would be a great benefit for the Council. Nila stated she will share her email, so that members may contact her directly if they wish to participate in the 5K walk.

**c. Board of Directors – Ana Vigil, CAPK Board Member**

Lisa shared the report on behalf of Ana. The Board of Directors met on March 29, 2023 in person, which was the first in person meeting held since March 2020.

All items on the consent agenda were approved with the exception of the reorganization of the Head Start and State Child Development Division. This item was removed from the consent agenda for further discussion and subsequently approved.

There were three action items presented and approved by the Board of Directors. This included authorization for the CEO to execute a memorandum of understanding with Kern Community College District, as well as authorization for the CEO to submit a proposed project to the City of Bakersfield – California Strategic Growth Council to provide a range of energy efficient services and workforce training. Additionally approved was authorization for the CEO to execute an amendment with the City of Bakersfield to allow for a budget adjustment for the Food Bank Expansion Project.

There were two informational items presented as well. Nila Hogan presented the Policy Council report to the Board of Directors and CEO Jeremy Tobias provided an update on the recent weather-related emergency response by CAPK. This was in reference to when there were significant amounts of rain and flooding. During this period there was a noted increase in 2-1-1 calls.

A closed session report was provided by Fred Plane. He stated that the Board authorized the CEO to proceed with executing the purchase agreement with the County of Kern for ¼ interest in the property located at 1300 18<sup>th</sup> Street in Bakersfield. The meeting was adjourned at 1:46 p.m.

**d. Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director**

Yolanda thanked everyone for taking the time to be a part of this very important meeting. She added that everyone's participation and commitment is appreciated. Yolanda also thanked Maria and Cynthia for a wonderful presentation, adding if parents have any questions or if they need any assistance in obtaining more information regarding kindergarten enrollment to please speak with their site supervisors or teachers.

Yolanda stated there is a lot of excitement about the new facilities that have been under construction and are getting ready to open soon. The licensing process has started, and classrooms have been set up for licensing review.

Parents were reminded that parent teacher conferences are coming up. They were encouraged to work with their child's teacher to find a time that is convenient to meet so that the teacher can share their child's progress with them.

Yolanda praised parents noting that during the previous fiscal year, the in-kind requirement was exceeded. She added that she is very proud of the staff and of parents and thanked them for their support and participation. In concluding her report, Yolanda asked Sylvia Ortega, Quality Assurance Administrator to update the Policy Council on the state review that took place in San Joaquin County.

Sylvia stated over the period of April 17, 2023 through April 21, 2023 the San Joaquin grant had a state of California contract review. During this process agency policies and procedures were reviewed for compliance and applicable statutes and regulations. Also reviewed were the Desired Results, Developmental Profile (DRDP) and environmental ratings, observations took place as did staff interviews. Sylvia noted this was a full review of program quality components as well as children's portfolios. She added it was an extremely thorough review and noted during the customary exit interview, the review team was very complimentary of everything that has been put in place for the program. They were so impressed that they asked if the program would share some information with other grantees, which was quickly agreed to. Sylvia thanked Assistant Director, Gloria Barbero and her team stating they "rocked the review" adding it was great to be able to highlight what they do daily.

**8. Policy Council Chairperson Report**

Ruby thanked everyone for their attendance. She also expressed surprise that it has already been six months that members have been a part of the Policy Council. Ruby shared the children at the Heritage Child Development Center, are learning how to write their name. She stated that her daughter does not know how to read yet, but she can recognize her name and it is amazing to witness. Ruby shared this is a big milestone for parents and it brings her so much joy. In closing Ruby stated that she is very happy to be able to learn as she and her fellow members move along this term of the Policy Council.

**9. Policy Council Member Comments**

Members were given an opportunity to share comments.

Sarita Little stated she is appreciative for the school her child attends (California City). She added that he has learned a lot. He knows how to spell and write his name. He also knows all his colors and his numbers too. Appreciation was also expressed for the speech therapy her child receives. Sarita asked about the kindergarten transition. Specifically, she wanted to know if there would be a visit to the kindergarten class in order to see the room and meet the teachers. Cynthia stated visits vary based on each center and the school districts in one's community. She added that she will reach out to the site supervisor at the California City Head Start to see if a visit is scheduled to take place or if one needs to be arranged.

Ana Vigil shared with members that they are appreciated and added that she really enjoys seeing all the parental involvement. Ana was pleased to hear the in-kind totals were exceeded. She encouraged parents to keep up the good work, noting that statistics show when parents participate in their child's education, children do better.

Jennifer Wilson shared that her son is going to age out of the EHS Home Base program on June 26, 2023 and she hopes that she is still able to serve on the Policy Council. She added that she finds participating in the Policy Council very rewarding. Jennifer stated that she hopes the Home Base program hurries to extend their services beyond Early Head Start so that her son could continue in this program option until a center-based spot becomes available. Lisa shared that Jennifer may continue to serve on the Council at this time and she will reach out to her to provide additional information. Lisa also congratulated Policy Council member Michelle Del Rio as she is in the pre-employment process with the agency and will soon become a part of the CAPK Head Start employee family.

**10. Next Scheduled Meeting**

The next scheduled meeting will take place on May 23, 2023 at 5:30 p.m.

**11. Adjournment**

Meeting was adjourned at 6:24 p.m.